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NOTICE

The undermentioned Gazettes of India Extraordinary were published upto the 5th March, 1960:—

Issue No.	No. and date	Issued by	Subject
20	G.S.R. 230, dated 26th February, 1960.	Ministry of Food and Agriculture.	Direction that powers to grant permits for the establishment of new rice mills etc. shall also be exercisable by the State Commissioner of Civil Supplies, Andhra Pradesh.
21	G.S.R. 231, dated 1st March, 1960.	Ministry of Finance.	Notifies the State Bank of Mysore for purposes of certain sections (given therein) of the Banking Companies Act, 1949.
	G.S.R. 232, dated 1st March, 1960.	Do.	Notifies the State Bank of Mysore for purposes of certain clauses (given therein) of the Reserve Bank of India Act, 1934.
22	G.S.R. 233, dated 1st March, 1960.	Ministry of Law	Appointment of the Hindu Religious Endowments Commission—details specified therein
23	G.S.R. 234, dated 1st March, 1960	Ministry of Finance.	Amendment of notifications specified therein.
24	G.S.R. 235, dated 1st March, 1960.	Do.	Specification of the rates of additional duties of excise to be levied and collected in respect of goods mentioned therein.
	G.S.R. 236, dated 1st March, 1960	Do.	Details re : Exemption of vapourising oil from certain duty leviable thereon.
	G.S.R. 237, dated 1st March, 1960.	Do.	Details re : Exemption of tyres and tubes for cycles from certain duty leviable thereon.
	G.S.R. 238, dated 1st March, 1960.	Do.	Details re : Exemption of tyres and tubes for cycles from certain duty leviable thereon.

Issue No.	No. and date	Issued by	Subject
	G.S.R. 239, dated 1st March, 1960.	Ministry of Finance	Further amendments in the Central Excise Rules, 1944.
	G.S.R. 240, dated 1st March, 1960.	Do.	Details <i>re</i> : Exemption from the whole of the duty leviable on silk.
	G.S.R. 241, dated 1st March, 1960.	Do.	Details <i>re</i> : Fixation of rates per shift, per power-loom, per month etc., in the manufacture of silk fabrics.
	G.S.R. 242, dated 1st March, 1960.	Do.	Amendment in Notification No. CER-8(28)/56 dated 5th January, 1957.
	G.S.R. 243, dated 1st March, 1960.	Do.	Details <i>re</i> : Exemption of excise duty on strawboard other than corrugated board.
	G.S.R. 244, dated 1st March, 1960.	Do.	Details <i>re</i> : Exemption of pulp board etc. from certain duty leviable thereon.
	G.S.R. 245, dated 1st March, 1960.	Do.	Details <i>re</i> : Exemption of pulp board etc. from certain duty leviable thereon.
	G.S.R. 246, dated 1st March, 1960.	Do.	Exemption of Motor Vehicles fitted with duty-paid internal combustion engines from certain duty.
	G.S.R. 247, dated 1st March, 1960.	Do.	Details of exemption of certain duty on goods specified therein.
	G.S.R. 248, dated 1st March, 1960.	Do.	Details of exemption of certain duty on goods specified therein.
	G.S.R. 249, dated 1st March, 1960.	Do.	Exemption of all component parts of foot-wear, except soles, half soles, heels and soles and heels, combined made of a material other than wood or leather from whole of the duty leviable thereon.
	G.S.R. 250, dated 1st March, 1960.	Do.	Exemption of trailers (Motor vehicles) from certain duty.
	G.S.R. 251, dated 1st March, 1960.	Do.	Exemption of all parts of electric motors cleared for home consumption other than stators and rotors from whole of duty leviable thereon.
	G.S.R. 252, dated 1st March, 1960.	Do.	Exemption of aluminium manufactures stated therein from certain duty.
	G.S.R. 253, dated 1st March, 1960.	Do.	Exemption of steel ingots in which duty-paid pig iron is used from certain duty.

Issue No.	No. and date	Issued by	Subject
	G S.R. 254, dated 1st March, 1960.	Ministry of Finance	Exemption of tin plate etc. in which duty paid steel ingot is used from certain duty.
	G S.R. 255, dated 1st March, 1960.	Do.	Details 12 : Exemption of stocks of cut pieces of cotton fabrics etc. from certain duty.
	G S.R. 256, dated 1st March, 1960.	Do.	Details 12 : Exemption of stocks of cut pieces of cotton fabrics etc. from certain duty.
	G S.R. 257, dated 1st March, 1960.	Do.	Amendments in Notification No. 10-Central Excises, dated 5th April, 1949.
25	G.S.R. 258, dated 1st March, 1960.	Ministry of Information and Broadcasting.	Constitution of the Central Information Service from 1st March, 1960.
	G.S.R. 259, dated 1st March, 1960.	Do.	Fixation of the authorised permanent strength of each grade of the Central information Service.
	G.S.R. 260, dated 1st March, 1960.	Do.	Amendments in G.S.R. No. 217 dated 16th February 1959.
26	G.S.R. 287, dated 2nd March, 1960.	Ministry of Food and Agriculture.	Further amendments to the Sugar-cane (Control) Order, 1955.
27	G.S.R. 288, dated 4th March, 1960	Ministry of Finance	Exempting aluminium foils in any size or form in the manufacture of which duty-paid aluminium manufactures are used, from the whole of the duty.
28	G.S.R. 289, dated 5th March, 1960.	Do.	Exemption of crude Vitamin B ₁₂ from certain duty of Customs.

Copies of the Gazettes Extraordinary mentioned above will be supplied on indent to the Manager of Publications, Civil Lines, Delhi. Indents should be submitted so as to reach the Manager within ten days of the date of issue of these Gazettes.

PART II—Section 3—Sub-section (i)

General Statutory Rules (including orders, bye-laws etc. of a general character) issued by the Ministries of the Government of India (other than the Ministry of Defence) and by Central Authorities (other than the Administrations of Union Territories).

MINISTRY OF LAW

(Department of Legal Affairs)

New Delhi, the 2nd March 1960

G.S.R. 292.—In exercise of the powers conferred by clause (a) of rule 8B of Order XXVII of the First Schedule to the Code of Civil Procedure, 1908 (5 of 1908), the Central Government hereby makes the following further amendments in the

notification of the Government of India in the Ministry of Law No. S.R.O. 3920, dated the 5th December, 1957, namely:—

In the Schedule to the said notification, under item 14, relating to Delhi, for the existing entry in the second column against part (a) in the first column, the following entries shall be substituted, namely:—

- (i) Shri Jindra Lal, Central Government Counsel.
- (ii) Shri Shiv Narain Shankar, Additional Central Government Counsel.

[No. F.51(2)/57-J.]

B. N. LOKUR, Jt. Secy.

MINISTRY OF HOME AFFAIRS

New Delhi, the 3rd March, 1960

G.S.R. 293.—In pursuance of rule 11 of the Indian Administrative Service (Pay) Rules, 1954, the Central Government hereby makes the following amendment in Schedule III appended to the said Rules.

Amendment

In the said Schedule, under the heading "C-Posts carrying pay above the time-scale or special pay in addition to pay in the time-scale under the Central Government when held by members of the Service", against "Home Affairs" for the entry "Vice-Principal, I.A.S. Training School—Senior scale 300",

the following shall be substituted:—

- (i) "Deputy Director (Senior), National Academy of Administrative—1800—100—2000.
- (ii) Deputy Director (Junior) National Academy of Administration—senior scale 300".

2. This amendment shall be deemed to have come into force with effect from the 1st September, 1959.

[No. 1/26/60-AIS(II).]

S. NARAYANSWAMY, Dy. Secy.

New Delhi, the 3rd March 1960

G.S.R. 294.—In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following amendments in the Class III and Class IV (Non-gazetted) (Central Emergency Relief Training Institute, Nagpur) Rules, 1959, namely:—

In the said rules, in the Schedule—

- (i) in Serial No. 1 relating to Head Clerk—
 - (a) in column 6, for the words and figures "Below 25 years" the words and figures "Must have completed 19 years but must not have completed 23 years" shall be substituted.
 - (b) for the entry in column 7, the following entry shall be substituted, namely:—
"Intermediate or Senior Cambridge or Higher Secondary Certificate or equivalent qualifications."
- (ii) in Serial No. 2 relating to Upper Division Clerks—
 - (a) in column 6, for the words and figures "Below 25 years", the words and figures "Must have completed 18 years but must not have completed 21 years" shall be substituted.

(b) for the entry in column 7, the following entry shall be substituted, namely:—

“Intermediate or Senior Cambridge or Higher Secondary Certificate or equivalent qualifications”.

(iii) in Serial No. 3 relating to Lower Division Clerks—

(a) in column 6, for the words and figures “Below 25 years”, the words and figures “Must have completed 18 years but must not have completed 21 years” shall be substituted.

(b) in column 7, for the word “Matriculate”, the words “Matriculate or equivalent qualifications” shall be substituted.

[No. 31/10/60-E.R.I.]

C. L. GOYAL, Under Secy.

CORRIGENDUM

New Delhi, the 7th March 1960

G.S.R. 295.—In the notification of the Government of India in the Ministry of Home Affairs, G.S.R. 373 (F. 9/11/58-Judl. II) dated the 23rd March, 1959, published at pages 436-449 of the Gazette of India, Part II-Section 3-Sub-Section (i), dated the 4th April, 1959,—

at page 446, for sub-section (2) of section 25 read the following:

“(2) Notwithstanding anything contained in any law for the time being in force, no agreement between a money-lender and a debtor for payment of interest at rates exceeding the maximum rates fixed by the Chief Commissioner of Tripura under sub-section (1) shall be valid and no Court shall in any suit to which this Act applies award interest exceeding the said rates.

(3) If any money-lender charges or receives from a debtor interest at a rate exceeding the maximum rate fixed by the Chief Commissioner of Tripura under sub-section (1), he shall, for the purposes of section 34, be deemed to have contravened the provisions of this Act”

[No. F. 9/11/58-Judl. II.]

K. R. PRABHU, Dy. Secy.

MINISTRY OF FINANCE

(Department of Economic Affairs)

New Delhi, the 7th March 1960

G.S.R. 296.—The following draft of certain further amendments to the Banking Companies Rules, 1949, which it is proposed to make, in exercise of the powers conferred by sub-sections (1) and (2) of section 52 of the Banking Companies Act, 1949 (10 of 1949), and after consultation with the Reserve Bank of India, is published as required by sub-section (3) of the said section, for the information of all persons likely to be affected thereby, and notice is hereby given that the said draft will be taken into consideration on or after the 30th September, 1960.

Any objection or suggestion with respect to the said draft should be sent to the Ministry of Finance before the date specified, a copy thereof being endorsed to the Department of Banking Operations, Central Office, Reserve Bank of India, Bombay.

Draft Amendments

I. In the said Rules,—

1. in rule 1,—

(a) in sub-rule (1A), the words “except the State of Jammu and Kashmir” shall be omitted;

(b) sub-rule (2) shall be omitted;

2 in sub-rule (1) of rule 2,—

(a) in clause (e), for the words "sub-pay Office, or" the words "sub-pay office and" shall be substituted;

(b) for clause (f), the following clause shall be substituted, namely:—

"(f) "commencement of these rules" means—

(i) in the case of any banking company whose registered office or principal place of business referred to in sub-rule (2) of rule 3 is or was in

(a) the territories merged in Part A States, or

(b) the States of Hyderabad, Mysore, Travancore-Cochin, Bhopal, Manipur and Tripura, as these States existed before the 1st day of November, 1956, or

(c) those parts of the State of Rajasthan which formerly comprised the Indian States of Jaipur, Bikaner, Jaisalmer and Jodhpur, the 22nd day of November, 1952;

(ii) in the case of any banking company whose registered office or principal place of business referred to in sub-rule (2) of rule 3 is or was in the State of Jammu and Kashmir, the 1st day of November, 1956;

(iii) in the case of the State Bank of India, the date on which the amendments made to these rules by G.S.O. No. dated (1) take effect;

(iv) in the case of any banking institution notified under section 51 of the Act, the date on which the amendments made to these rules by G.S.O. No. dated (2) take effect or the date on which it is so notified, whichever is latter, and

(v) in any other case, the 26th day of March, 1949:

Provided that nothing contained in sub-clauses (iii) and (iv) shall affect the previous operation of any of these rules by virtue of the provisions of the Act.":

(c) after clause (f) the following clause shall be inserted, namely:—

"(g) "Chief executive officer" means in the case of a banking company incorporated outside India, the officer, by whatever name called, managing or in charge of all the branches of that company in India, or if there is no such officer, the officer, by whatever name called, managing or in charge of the principal office of the company in India";

3. after rule 2, the following rule shall be inserted, namely:—

"2A. Application of Rules to the State Bank of India and other banking institutions notified under section 51 of the Act.—These rules and the Forms appended thereto, excluding rules 6 to 10A and Forms II, III, V to VII and XIV shall also apply, so far as may be, to the State Bank of India or any other banking institution notified under section 51 of the Act, as they apply to and in relation to banking companies incorporated in India:

"Provided that in the Rules and Forms as so applied the expression "registered office" shall mean the Central Office or the Head Office, as the case may be";

4. in clause (ii) of sub-rule (2) of rule 3, for the words "Indian Companies Act", the words, figures, brackets and letter "Indian Companies Act, 1913, or as the case may be, section 592 (1) (e) of the Companies Act, 1956" shall be substituted;

5. in sub-rule (2) of rule 4, for the words "Indian Companies Act", the words, figures, brackets and letter "Indian Companies Act, 1913, or as the case may be, section 592 (1) (e) of the Companies Act, 1956," shall be substituted;

6. in rule 5, for the word "officers", wherever it occurs, the word "employees" shall be substituted and after the word and figure "Form I" the words "in duplicate" shall be inserted;

NOTE: The date mentioned against (1) and (2) will be the date on which these draft rules are brought into force.

7 in sub-rule (6) of rule 6, after the words "to the rupee", the words "or at such rate as the Reserve Bank may, from time to time, prescribe by notification in the Gazette of India" shall be inserted;

8. after rule 10, the following rule shall be inserted, namely:—

"10A. Form of statement of Cash reserve—The statement to be filed under section 18 shall be in Form III or as near thereto as circumstances permit".

II. In the Forms annexed to the said Rules—

1 for the Forms I, III, X, XI, XII and XIII, the new Forms I, III, X, XI, XII and XIII respectively as given in the Appendix hereto shall be substituted;

2. in Form V, in foot-note (1), for the words "Delhi or Kanpur", the words "Delhi, Kanpur, Trivandrum or Nagpur" shall be substituted;

3. in Form VII, in foot-note (1), for the words "Madras or Kanpur", the words "Madras, Kanpur, Trivandrum or Nagpur" shall be substituted;

4. in Form VIII,—

(a) in the forwarding letter, for the words "*open a new place of business/change the location of an existing place of business", the expression "*open a new place of business
change the location of an
at.
existing place of business from..... to....."
shall be substituted;

(b) after item 5, the following shall be inserted, namely:—

"5A. Date of inclusion in the Second Schedule to the Reserve Bank of India Act, 1934";

(c) for item 6, the following shall be substituted, namely:—

"6. Previous applications: Give particulars of applications if any, previously made to the Reserve Bank in respect of the proposed place of business";

(d) in item 9, after the word "location", the words "and the status" shall be inserted;

(e) for item 14, the following shall be substituted, namely:—

"14 Forward a copy of the latest balance sheet together with a profit and loss account statement";

(f) in foot-note 2, for the words "Madras or Kanpur", the words "Madras, Kanpur, Trivandrum or Nagpur" shall be substituted;

(g) in Table B,

(i) for the words "As on the date of the last balance sheet", the words "As on the latest date with reference to which the particulars are available", shall be substituted;

(ii) the following foot-note shall be inserted, namely:—

"NB. If, at any of the offices shown in Table B, a banking company has failed to realise, within one year, the expected business as stated in the relative applications, the reasons therefor should be given in the remarks column of that Table";

5. in Form XIV, for the words and figures "In the matter of the Indian Companies Act, 1913" the words and figures "In the matter of the Companies Act, 1956/Indian Companies Act, 1913" shall be substituted.

APPENDIX
THE BANKING COMPANIES ACT, 1949
FORM I
(See rule 5)
(Section 10)

(To be submitted not later than the 31st January each year)

Name of the banking company

Name and designation of the officer submitting the return

Remuneration* paid during the year ended the 31st December

(a) by a banking company incorporated in India to each of its directors and the first ten highest paid employees wherever employed;

(b) by a banking company incorporated outside India to the first ten highest paid employees in India.

							Particulars of remuneration shown in column 7															
Name	Age	Qualifications	Experience	Date of appointment/ re-appointment	Designation	Total remuneration* during the year ended the 31st December	Allowances								Sitting fees		Perquisites				Remarks	
							Salary	Dearness Allowance	House Allowance	Conveyance Allowance	Local Allowance	Contribution to Pro- vident Fund	Other allowances (to be specified)	Bonus	Rate per meeting	Amount paid	Free quarters	Free use of cars	Salary paid to servants attached to house- hold if any	Other perquisites (to be specified)		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	

A. Directors

- 1.
- 2.
- 3.
- etc.

B. Other employees

- 1.
- 2.

*Remuneration includes salary, fees and perquisites but shall not include any allowances or other amounts paid for the purpose of reimbursing any expenses *actually incurred* in the performance of duties. In the case of a banking company incorporated outside India, taxes paid on behalf of employees should be shown separately in column No. 22.

- NOTE : (i) Chief Executive Officer of the bank should be indicated in the remarks column against the name of the director or other employee.
- (ii) In the case of a managing or whole time director or of a director not liable to retire by rotation or of a manager or a chief executive officer, details of the terms of appointments in force for the entire year may be mentioned in column No. 22.
- (iii) In the case of directors other than these mentioned in Note (ii) above, information in columns 1 to 7, 16 and 17 need only be given.
- (iv) In the case of columns 18 to 21 the monetary equivalent of the perquisites should be given.

THE BANKING COMPANIES ACT, 1949

FORM III

(See rule 10-A)

(Section 18)

Name of the banking company.....

Name and designation of the officer submitting the return.....

Statement of cash reserve in India as at the close of business on the following days of the month of.....

(To be filed with the Reserve Bank before the fifteenth day of the month succeeding that to which the return relates)

(Rounded off to the nearest thousand)

	1st Friday *	2nd Friday *	3rd Friday *	4th Friday *	5th Friday *
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A. Liabilities.

1. Demand Liabilities

Less borrowings from the Reserve Bank, the State Bank of India, the Refinance Corporation for Industry (Private) Ltd. and notified banks†

2. Time Liabilities

Less borrowings from the Reserve Bank, the State Bank of India, the Refinance Corporation for Industry (Private) Ltd. and notified banks†

3. Total of A1 and A2

B. Minimum amount of cash reserve required to be held under section 18 of the Act.

1. Five per cent of A1

2. Two per cent of A2

3. Total of B1 and B2

C. Cash reserve in India

1. Cash**

2. Balances with the Reserve Bank in current account.

3. Balances with the State Bank of India and notified banks @ in current account

4. Total of C1, C2 and C3

Date

Signature.....

*Give dates [where Friday is a holiday under the Negotiable Instruments Act, 1881 (26 of 1881), the preceding working day].

**Cash must not include balances with other banks or any item other than bank/currency notes, rupee coin (including one rupee notes) and subsidiary coin current on the date of this return.

†'Notified bank' means any banking institution notified by the Central Government under clause (c) of Explanation to sub-section (1) of section 42 of the Reserve Bank of India Act, 1934 (2 of 1934).

@'Notified bank' means any other bank notified by the Central Government under section 18 of the Banking Companies Act, 1949.

THE BANKING COMPANIES ACT, 1949
FORM X
(Section 24)

Name of the banking company.
Name and designation of the officer submitting the return
Statement of demand and time liabilities and cash, gold and unencumbered approved securities for the month of.... (to be furnished to the Reserve Bank not later than 15 days after the end of the month to which it relates).

(Rounded off to the nearest thousand)

As at the close of business on

1st Friday (a)	2nd Friday (a)	3rd Friday (a)	4th Friday (a)	5th Friday (a)
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A. Liabilities in India

1. Demand liabilities [Less borrowings from the Reserve Bank, the State Bank of India, the Refinance Corporation for Industry (Private) Ltd. and notified banks†]
2. Time Liabilities [Less borrowings from the Reserve Bank, the State Bank of India, the Refinance Corporation for Industry (Private) Ltd. and notified banks†]
3. Total of A1 and A2.

B. Minimum amount of assets required to be held under section 24 of the Act (20 per cent. of A3)
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C. Assets in India

1. Cash in hand
2. Balances with the Reserve Bank in current account
3. Balances with the State Bank of India in current account
4. Balances with notified banks† in current account
5. Gold (valued at a price not exceeding current market price)
6. Unencumbered approved securities (valued at a price not exceeding current market price)
7. Deposit with the Reserve Bank under sub-section (2) of section 11 of the Act
(i) Cash
(ii) Unencumbered approved securities (valued at a price not exceeding current market price)
8. Total of the above assets

Date Signature

(a) Give dates [where Friday is a holiday under the Negotiable Instruments Act, 1881 (26 of 1881) the preceding working day].

†'Notified bank' means any banking institution notified by the Central Government under clause (c) of the Explanation to sub-section (1) of Section 42 of the Reserve Bank of India Act, 1934 (2 of 1934).

†'Notified Bank' means any other bank which may be notified by the Central Government under section 24 of the Banking Companies Act, 1949.

THE BANKING COMPANIES ACT, 1949

FORM XI

(Section 25)

Name of the banking company
 Name and designation of the officer submitting the return
 Statement for the quarter ending
 Statement of assets and liabilities in India as at the close of business on the last Friday* of
 March, June, September or December.
 (To be submitted to the Reserve Bank before the 30th April, 31st July, 31st October and 31st
 January each year).

(Rounded off to the nearest thousand).

A. Liabilities in India.

1. Demand Liabilities
2. Time Liabilities
3. Total Demand and Time Liabilities

B. Minimum amount of assets required to be held in India under section 25 of the Act (75 per cent of A 3.)**C. Assets in India**

1. Cash in hand
2. Balances with the Reserve Bank in current account
3. Balances with the State Bank of India in current account
4. (a) Balances with the agents of the Reserve Bank (Other than the State Bank of India) in current account
 (b) Balances with other banks (other than cooperative banks) in current account
5. Money at call and short notice
6. Inland bills purchased and discounted
 (a) Bills purchased
 (b) Bills discounted
7. Foreign bills purchased and discounted
 (a) Export bills drawn in India (in approved currencies)
 (b) Import bills drawn on and payable in India (in approved currencies)
 (c) Other foreign bills purchased and discounted

8. Investments:—**A. In securities of****(a) Central Government**

- (i) Treasury Bills
- (ii) Other Government securities including Treasury deposit Receipts, Treasury Savings Deposits, Certificates and Postal obligations

(b) State Governments:

- (i) Treasury Bills
- (ii) Others

B. Other Investments.

- (a) Securities of local authorities (e.g., Municipalities, Port Trusts, etc.)

(b) shares	
(i) of Corporations incorporated by any law for the time being in force in India and of Govt. Companies as defined in section 617 of the Companies Act, 1956
(ii) of other Corporations or Companies (e.g. companies registered under the Companies Act, 1956, Cooperative Societies, etc.)
(c) Debentures	
(i) of Corporations incorporated by any law for the time being in force in India and Govt. companies as defined in section 617 of the Companies Act, 1956
(ii) of other Corporations or Companies (e.g. companies registered under the Companies Act, 1956, Cooperative Societies, etc.)
(d) Others	
9. (a) Loans, advances, cash credits and overdrafts, [excluding due from banks vide 9(b) below]
(b) Due from banks
10. Securities approved by the Reserve Bank under section 25(3)(a) of the Act and not included in any of the above items
11. Premises, Furniture, Fixtures and other fixed assets
12. Other assets
Total
Signature
Date.....	

*If that Friday is a public holiday under the Negotiable Instruments Act, 1881 (26 of 1881), at the close of business on the preceding working day.

THE BANKING COMPANIES ACT, 1949.

FORM XII

(Section 26)

Name of the Banking company

Name and designation of the officer submitting the return

Return of unclaimed deposit accounts in India which have not been operated upon for 10 years or more as on the date of the return.

As on the 31st December

(To be submitted to the Reserve Bank within thirty days after the close of each calendar year)

	Name of Office or branch of the banking company	Name and address of the depositor	Balance outstanding	Nature of account (whether current savings, fixed or other accounts of the nature of deposits)	Date of last deposit or withdrawal	Reasons, if any, why not operated upon	Remarks.
	1	2	3	4	5	6	7
Balance brought forward from the previous return (a)			Rs. nP.				
Interest allowed, if any, during the year (a)							
Total							
Additions since the date of the last return (b)							
TOTAL							
Incidental charges debited to the accounts (a)							
Accounts which have become operative or were closed since the date of the last return (b)*							
TOTAL							
Balance as at the close of the year							

Summary of the return

Particulars	Current Accountss		Savings Bank Account		Fixed Deposits		Other Deposits		Total	
	No. of A/cs	Balance outstanding	No. of A/cs	Balance outstanding	No. of A/cs	Balance outstanding	No. of A/cs	Balance outstanding	No. of A/cs.	Balance outstanding
	Rs. pP.		Rs. nP.		Rs. nP.		Rs. nP.		Rs. nP.	
Balance as on 31-12-19										
Accounts, if any, in-advertently omitted in the previous returns										
Additions during 19 £										
TOTAL										
Accounts wich have become operative or were closed during 19 total balance as at 31-12-19										
Date.....										
(a) Only totals may be given under column 3. (b) Particulars to be given under all columns.										
							TOTAL .			
	Signature.....									

¶ This item is intended to denote actual balances in accounts which have, since the date of the immediately 'previous return, become inoperative for ten years. If any of the accounts, which should have been included under this item in the previous returns, have been inadvertently omitted from those returns they should be shown under a separate sub-head "Accounts inadvertently omitted from the previous returns" immediately below "Balance brought forward from the previous return". Particulars of such accounts should be given under all columns of the statement.

*This item is intended to denote the outstanding balances in such of the accounts (shown in the previous returns) as have become operative on account of further deposits or withdrawals or were closed during the year, after taking into consideration the additions thereto on account of interest credited and deductions therefrom on account of incidental charges applied. The difference (if any), between the outstanding balance thus reported and the balance in the account in question as shown in the return in which the account was first reported, should be suitably explained in the 'Remarks' column of the return. A reference to the return in which the account was first reported should also be given in the 'Remarks' column.

N. B. The particulars required by this form should be given to the extent to which they are available.

THE BANKING COMPANIES ACT, 1949.

FORM XIII
(Section—27)

Name of the Banking Company

Name and Designation of the Officer submitting
the returnStatement showing the liabilities and assets in
India at the close of business on the last Fri-
day*, the . . . (to be submitted to the Reserve
Bank before the close of the month succeeding
that to which the return relates)

(Rounded off to the nearest thousand)

A. LIABILITIES IN INDIA

1. Paid-up Capital† (excluding forfeited shares)
2. Forfeited shares
3. Reserve Fund etc.
 - (a) Reserve Fund and other reserves
 - (b) Share Premium Account
4. Demand liabilities
 - (a) Current deposits
 - (i) from banks
 - (ii) from others
 - (b) Savings deposits (demand liability portion only)
 - (c) Borrowings from banks
 - (i) from Reserve Bank of India, State Bank of India and notified banks‡
 - (ii) from other banks
 - (d) other demand liabilities
5. Time liabilities
 - (a) Fixed deposits
 - (i) from banks
 - (ii) from others
 - (b) Savings deposits (time liability portion only)
 - (c) Borrowings from banks
 - (i) from Reserve Bank of India, State Bank of India and notified banks‡
 - (ii) other banks
 - (d) Cash certificates, recurring deposits, etc.
 - (e) Other time liabilities
6. Branch adjustments@
 - (a) Offices in India
 - (b) Offices outside India
7. Total Demand and time liabilities (items A4, A5, and A6).
8. Balance of Profit.

B. ASSETS IN INDIA

1. Cash in hand
2. Balances with the Reserve Bank in current account
3. Balances with the State Bank of India in current account
4. (a) Balances with the agents of the Reserve Bank (other than the State Bank of India) in current account
 - (b) Balances with other banks (other than cooperative banks) in current account.
5. Money at call and short notice
 - (a) to banks
 - (b) to others
6. Inland bills purchased and discounted
 - (a) Bills purchased
 - (b) Bills discounted
7. Foreign bills purchased and discounted
 - (a) Export bills drawn in India (in approved currencies)
 - (i) from banks
 - (ii) from others
 - (b) Import bills drawn and payable in India (in approved currencies)
 - (i) from banks
 - (ii) from others
 - (c) other foreign bills purchased and discounted
 - (i) from banks
 - (ii) from others
8. Investments
 - A. In securities of
 - (a) Central Government
 - (i) Treasury Bills
 - (ii) Other Government securities including Treasury Deposit Receipts, Treasury Savings Deposit Certificates and postal obligations.
 - (b) State Governments
 - (i) Treasury Bills
 - (ii) Others
 - B. Other Investments
 - (a) Securities of local authorities (e.g. Municipalities Port Trusts, etc.)
 - (b) Shares
 - (i) of Corporations incorporated by any law for the time being in force in India and of Govt. Companies as defined in section 617 of the Companies Act, 1956.

- (ii) of other Corporations or Companies (e.g. companies registered under the Companies Act, 1956, Cooperative Societies, etc.)
- (c) Debentures
 - (i) of Corporations incorporated by any law for the time being in force in India and Govt. Companies as defined in section 617 of the Companies Act, 1956.
 - (ii) of other Corporations or Companies (e.g. companies registered under the Companies Act, 1956, Cooperative Societies, etc.)
- (d) Others
- 9. (a) Loans, advances, cash credits and overdrafts [excluding due from banks *vide* 9(b) below.]
- (b) Due from banks.
- 10. Premises, furniture, fixtures and other fixed assets.
- 11. Branch adjustments@
- 12. Capitalised expenses including preliminary expenses, organisation expenses, share selling commission, brokerage, amounts of losses incurred and any other item of expenditure not represented by tangible assets**.
- 13. Other tangible assets.

TOTAL

(Signature and designation of the officer submitting the return).

*The last Friday of every month or if that Friday is a public holiday under the Negotiable Instruments Act, 1881 (26 of 1881), at the close of business on the preceding working day.

†In the case of banking companies incorporated outside India the amount of deposit kept with the Reserve Bank under sub-section (2) of section 11 of the Act should be shown under this head but excluded from the total.

‡'Notified bank' means any banking institution notified by the Central Government under clause (c) of the Explanation to sub-section (1) of section 42 of the Reserve Bank of India Act, 1934 (2 of 1934).

**If the balance in the profit and loss account represents loss, it should be included in this item.

@The net balance of branch adjustments should be shown as liabilities or assets under item A.6 or B. 11, as the case may be.

[No. F. 4(86)-BC/59.]

R. K. SESHADRI, Dy. Secy.

(Department of Revenue)

CENTRAL EXCISES

New Delhi, the 12th March 1960

G.S.R. 297.—In exercise of the powers conferred by sub-rule (1) of rule 8 of the Central Excise Rules, 1944, as in force in India and as applied to the State of Pondicherry, and in supersession of the notification of the Government of India in the Ministry of Finance (Department of Revenue) No. 13/58-Central Excises, dated the 25th January, 1958, the Central Government exempts cutback asphalts and bitumens which are free flowing liquids at ordinary temperature from the excise duty leviable thereon under item 22 of the First Schedule to the Central Excises and Salt Act, 1944 (I of 1944), provided that:—

- (a) the manufacturer files along with each application for removal of goods from the factory, prescribed under rule 52 of the Central Excise

Rules, 1944, a written declaration that such goods are solutions of asphalt, bitumen, tar or pitch, in volatile solvents—

- (i) which are meant for road surfacing
 - filling cracks
 - bonding aggregates
 - stabilising soil
 - use as adhesives;
 - (ii) which are not meant for use as a paint or varnish or for manufacture of paints and varnish;
 - (iii) which do not contain any added pigment or colouring ingredient or oil or natural or synthetic resinous materials or resin forming materials; and
 - (iv) which are not such as will produce a hard non-tacky film on drying or stoving when applied to the surface of metal, wood, stone, brick or concrete;
- (b) the manufacturer pays duty under item 28 of the First Schedule to the Central Excises and Salt Act, 1944; and
 - (c) in the case of a manufacturer (other than refineries) the procedure set out in Chapter X of the Central Excise Rules, 1944 is followed.

[No. 35/60.]

G.S.R. 298.—In exercise of the powers conferred by sub-rule (1) of rule 8 of the Central Excise Rules, 1944, as in force in India and as applied to the State of Pondicherry, the Central Government makes the following amendment in the notification of the Government of India in the Ministry of Finance (Revenue Division) No. CER 8(9)/55 Central Excises, dated the 31st December, 1955, namely:—

In the said notification, for the words, figures and brackets “under Section 3 of the Central Excises and Salt Act 1944 (1 of 1944)” the words, figures and brackets “under item 22 of the First Schedule to the Central Excises and Salt Act, 1944 (1 of 1944)” shall be substituted.

[No. 37/60.]

L. M. KAUL, Dy. Secy.

(Department of Revenue)

MEDICINAL AND TOILET PREPARATIONS

New Delhi, the 12th March 1960

G.S.R. 299.—In exercise of the powers conferred by section 19 of the Medicinal and Toilet Preparations (Excise Duties) Act, 1955 (16 of 1955), the Central Government hereby makes the following further amendment in the Medicinal and Toilet Preparations (Excise Duties) Rules, 1956, namely:—

In the Schedule to the said Rules, under the heading “Pharmacopoeial Preparations”, sub-heading “Tinctures”, after the entry “Tinctura Cinnamomi”, the entry “Tinctura Cinnamomi Co.” shall be inserted.

[No. 6 F. No. 45/12/59-Oplum.]

CUSTOMS AND CENTRAL EXCISE

New Delhi, the 12th March 1960

G.S.R. 300.—The following draft of further amendments to the Customs and Central Excise Duties Export Drawback (General) Rules, 1960, which the Central Government proposes to make in exercise of the powers conferred by sub-section (3) of section 43B of the Sea Customs Act, 1878 (8 of 1878) and section 37 of the Central Excises and Salt Act, 1944 (1 of 1944), as in force in India and as applied to the State of Pondicherry, is published as required by the said sub-section (3) of the said section 43B for the information of all persons likely to be affected thereby; and notice is hereby given that the said draft will be taken into consideration on or after the 15th March, 1960.

2. Any objection or suggestion which may be received from any person with respect to the said draft before the date so specified will be considered by the Central Government

Draft Amendments

In the said Rules—

- (i) in the First Schedule, the entries against serial number 15 shall be deleted; and

(ii) in the Second Schedule, after entry 58, the following entry shall be added, namely:—

“59. Tennis or badminton rackets, strung with nylon guts”.

[No. 16/F, No. 34/112/59-Cus.IV.]

M. C. DAS, Dy. Secy.

MINISTRY OF TRANSPORT AND COMMUNICATIONS

(Departments of Communications and Civil Aviation)
(Posts and Telegraphs Board)

New Delhi, the 4th March 1960

G.S.R. 301.—In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules regulating recruitment to the post of Caretaker-cum-Khansama in the Posts and Telegraphs Directorate, namely:—

1. *Short title.*—These rules may be called the Posts and Telegraphs Directorate (Recruitment of Caretaker-cum-Khansama) Rules, 1960.

2. *Application.*—These rules shall apply to the posts specified in column 1 of the Schedule to these rules.

3. *Classification and scale of pay.*—The classification of the post and the scale of pay attached to it shall be as specified in columns 2 and 3 of the said Schedule.

4. *Method of recruitment and other qualifications.*—The method of recruitment, qualifications and other matters connected therewith shall be as specified in columns 4 to 7 of the Schedule aforesaid.

SCHB

(See

1	2	3	4			
Name of post	Classification (whether gazetted or non-gazetted and whether ministerial or non- ministerial)	Scale of pay	Method of recruitment, whether by direct recruit- ment or by promotion or transfer & percentage of the vacancies to be filled by various methods.			
			Direct recruit- ment	Promotion By Selection	Seniority- cum- fitness	Transfer
Caretaker-cum- Khansama.	Class III, Non- gazetted, Non- ministerial.	Rs. 55-3-85	..	100% by selection from among the qualified Class IV employees of the Posts and Tele- graphs Directorate, failing which by transfer of officials from Subordinate Offices in Delhi.

DULE

paras 2 and 3)

5	6	7
Educational and other qualifications required	Period of Probation if any	Grades /Sources from which promotions/ transfers are to be made

- | | | |
|---|----------|--|
| (1) Working knowledge of Hindi or regional language with ability to maintain simple accounts. | One year | Class IV employees working in the Posts and Telegraphs Directorate/Class IV employees working in the Posts and Telegraphs Sub-ordinate offices in Delhi. |
| (2) Knowledge and experience in cooking both vegetarian/non-vegetarian dishes and sweets. | | |

[No. 16-7/59-Admn.]

S. C. JAIN,

Asstt. Director General (Admn.).

INDIAN AIRLINES CORPORATION

New Delhi, the 15th September 1959

G.S.R. 302.—In exercise of the powers conferred by clauses (b) and (c) of sub-section (2) of section 45 of the Air Corporation Act, 1953 (27 of 1953), the Indian Airlines Corporation, with the previous approval of the Central Government, has revised the following regulations published in the Gazette of India Extraordinary, Part II—Section 3, dated the 8th April 1955 (Notification No. S.R.O. 781 of 6th April 1955):—

- (a) The Indian Airlines Corporation (Flying Crew) Service Rules.
 - (b) The Indian Airlines Corporation (Aircraft Engineering Department) Service Rules.
 - (c) The Indian Airlines Corporation (Employees other than Flying Crew and those in the Air Craft Engineering Department) Service Rules.
2. The revised edition of the above mentioned regulations are hereby notified as under:—

- (a) Service Rules for Flying Crew.
- (b) Service Rules for Employees in Aircraft Engineering Department.
- (c) Service Rules for Employees other than Flying Crew and those in the Aircraft Engineering Department.

(a) SERVICE RULES FOR FLYING CREW

CHAPTER I

GENERAL

1. These rules shall be known as the Indian Airlines Corporation (Flying Crew) Service Rules, hereinafter referred to as Flying Crew Service Rules.

2. They are intended to define conditions of service, including recruitment, promotion, discipline, control and appeal, pay and allowances (including travelling and other allowances), leave and retirement benefits.

3. These rules shall come into force with effect from the 1st January, 1955, and shall apply to Flight Stewards, Air Hostesses, Radio Officers, Flight Navigators, Flight Engineers and Pilots (see Appendix I) in the whole-time employment (whether permanent or temporary) of the Indian Airlines Corporation and to those under contract agreement to the extent not otherwise specified in the contract.

NOTE (i).—Engineering and Ground personnel, when detailed on flight duty as a necessary complement of the crew, shall be eligible for the same facilities such as board and lodging, transport, as are provided to other member of the crew.

***NOTE (ii).**—These Rules shall not apply to a Pilot Apprentice. The Pilot Apprentice shall, during the period of apprenticeship, be eligible for a stipend at the rate of Rs. 300 p.m.

3A. Nothing contained in these rules shall have the effect of altering the provisions of any special law for the time being in force.

4. Subject to the provisions of Section 45 of the Air Corporations Act, 1953 (No. 27 of 1953), the Corporation reserve to themselves the right to modify, cancel or amend any or all of these rules or orders issued thereunder and to give effect thereto from any date which the Corporation may deem fit.

5. The Corporation reserve to themselves the right of interpreting finally the meaning of these rules in case of dispute.

CHAPTER II

DEFINITIONS

6. Unless there be something repugnant in the subject or context, the terms defined in this chapter are used in these rules in the sense here explained:—

- (1) *Chairman* means the Chairman of the Corporation.

* This takes effect from 12th December 1958.

- (2) *Competent Authority* in relation to the exercise of any power means the Chairman of the Corporation or any other authority to which the power is delegated.
- (3) *Corporation* means the Indian Airlines Corporation constituted under the Air Corporations Act, 1953 (No. 27 of 1953).
- (4) *Employee* means a person in the whole-time service of the Corporation.
- (5) *Family* means the employee's wife (one only), legitimate children and step children, wholly dependent upon him.
- (6) *General Manager* means the General Manager of the Corporation.
- (7) *Head of the Department* means an Officer declared as such by the Corporation.
- (8) *India-based personnel* means persons of Indian domicile recruited in India.
- (9) *Medical Officer* means a Medical Officer who is appointed by the Corporation, whole-time or part-time, or a Registered Medical Practitioner approved by the Corporation.
- (10) *Month* means a month according to English calendar.
- (11) *Pay* means the amount drawn monthly by an employee as (i) Basic Pay in the grade applicable to the post held by him substantively or in an officiating capacity, and (ii) any other emoluments which may be specially classed as pay by the Corporation.
- (12) *Permanent employee* means an employee who has completed a prescribed probationary period and who has been confirmed thereafter as regular member of the staff against the 'permanent' sanctioned establishment.
- (13) *Temporary employee* means an employee whose services have been engaged for a specified period, which may be extended from time to time, for work of a temporary nature against the 'temporary' sanctioned establishment.

CHAPTER III

APPOINTMENTS, TRANSFERS AND TERMINATION OF SERVICE

7. The establishment strength including both the number and designation of posts in the various categories and grades shall be determined by the Corporation from time to time.

Temporary additions to the number of posts may be made by such officers as may be authorised by the Corporation in this behalf.

8. Appointments to various posts shall be made by promotion or direct recruitment or by deputation from the Government of India or any other State Government in accordance with such conditions as the Corporation may determine from time to time.

9. Every person appointed to a service or post in the Corporation shall undergo a period of probation as shown below. This period may be extended or relaxed in respect of employees in grades 1 to 16 at the discretion of the General Manager. The period of probation of employees in grade 18 may be extended or relaxed at the discretion of the Chairman.

For employees in grades 1 to 9 and Air Hostesses in grades 10 and 11	} Six months One year
For other employees	

10. No person shall be appointed to a post without a Medical Certificate from a Medical Officer. The Medical Certificate must be annexed to the first salary bill of the person concerned. The form of the Certificate is given in Appendix II.

11. An employee of the Corporation is liable to serve or undergo training, anywhere in or outside India as may be required.

12. Flying crew shall be retained in the service of the Corporation only for so long as they remain medically fit for flying duties. The retention of a Pilot, a Flight Engineer, a Flight Navigator and a Radio Officer in the service of the Corporation shall also be subject to his keeping the licence current. ¹[Further an Air Hostess shall retire from the service of the Corporation on her attaining the age of thirty years] ²[or when she gets married, whichever is earlier]. An unmarried Air Hostess may, however, in the interest of the Corporation be retained in the service of the Corporation upto the age of 35 years with the approval of the General Manager.

13. The services of an employee are terminable at 30 days notice on either side, or Basic Pay in lieu.

CHAPTER IV

14. **Promotion and seniority.**—An employee of the Corporation will be eligible for promotion to the higher grade in accordance with the Rules made by the Corporation from time to time.

15. The seniority of an employee shall be determined in accordance with the Rules made by the Corporation from time to time.

16. **Officiating appointments.**—Vacancies of a short duration will not normally be filled. When, however, a vacancy is for a duration of 30 days or more and the Head of the Department considers it essential to make officiating arrangements he shall appoint an employee to take charge of the absentee member's work in addition to his (employee's) own duties. The employee thus appointed to officiate shall be eligible for an Officiating Allowance which shall be fixed at:—

- (i) 20 per cent of the Basic Pay drawn by the officiating employee, or
- (ii) the difference between the Basic Pay of the officiating employee and that of the person for whom he officiates, or
- (iii) the difference between the Basic Pay of the officiating employee and the minimum of the higher grade or the post in which he officiates,

whichever is lowest. Provided that where the Basic Pay of the officiating employee is equal to or higher than the minimum of the higher grade or that of the person for whom he acts, his Basic Pay shall be fixed in the higher or equivalent grade at the next incremental stage in that grade.

NOTE.—For purposes of the grant of the above allowance an employee shall be deemed to have qualified for the allowance if he has actually worked, in addition to his own duties, in a higher or equivalent grade/post irrespective of his own grade on being authorised as such, in writing, by the Head of the Department. An equivalent post means a post in the same grade without any distinction of designation.

CHAPTER V

17. **Service records.**—A Service Book, by numbers, of all employees of the Corporation, whether in permanent or temporary capacity, shall be maintained for each station. This book is to be maintained in the form prescribed in Appendix III.

18. The book is intended to be a complete authorised official record of an employee from the time he joins service till his discharge or retirement. Every entry in this book shall be signed personally by the officer authorised in this behalf by the General Manager.

CHAPTER VI

PAY AND ALLOWANCES

19. **Pay.**—The scales of pay for various categories of employees shall be as given in Appendix I.

¹[] Inserted on 27th February 1956.

²[] Inserted on 24th November 1956.

20. **Interlinking of grades.**—The under-mentioned grades of pay shall be interlinked as indicated below. Individual employees shall be brought on the interlinked grades in accordance with Rules 21 to 25.

Interlinked grades 5 & 6	140—8—188—8—220
	EB—200—10—300
Interlinked grades 10 & 11	250—15—310—15—370
(For Air Hostesses only)	EB—335—15—440

21. Employee in grades 5 and 10 on reaching the Efficiency Bar stage shall, subject to the grant of a certificate in the prescribed form (see Appendix IV) by a competent authority be brought on the interlinked grade and their future pay regulated accordingly.

22. Stewards already in grade 6 and Air Hostesses in grade 11 will continue in their respective grades and will not be required to cross the Efficiency Bar.

23. Such of the employees as are not considered fit to cross the Efficiency Bar shall continue to receive increments in their original grade. The cases of such employees shall be reviewed annually. If such employees are subsequently considered fit to cross the Efficiency Bar, the certificate prescribed for the purpose will be necessary at that time. Their initial pay in the interlinked grade shall be fixed at the stage next above their pay on that date but seniority shall be regulated from the date of entry in the relevant grade.

24. An employee who has not been allowed to cross the Efficiency Bar shall have a right to appeal in the manner provided.

25. Promotion of an employee from an interlinked grade to the next higher grade shall be subject to merit and availability of a vacancy, to be filled by promotion, in that grade.

26. Blank.

27. **Dearness Allowance.**—All employees shall be eligible for the grant of Dearness Allowance at the rates shown below:—

Basic Pay		Dearness Allowance	
Rs.		Rs.	
Upto 50/-		23	
Exceeding	but not exceeding		
50	70	28	
70	90	33	
90	112	38	
112	140	43	
140	166	48	
166	192	53	
192	230	58	
230	270	63	
270	320	68 (Rs. 65/- in the case of employees in grade 11A).	
320	400	73 (Rs. 70/- in the case of employees in grades 11A and 12A).	
400	480	78 (Rs. 75/- in the case of employees in grades 11A and 12B).	
480	575	80	
575	675	85	
675	775	90	
775	875	95	
875	..	100	

28. Place Allowance.—All employees, except Radio Officers in Grade 11A, whose Basic Pay does not exceed Rs. 350 p.m. shall, when posted permanently to the under-mentioned stations, be eligible for a Place Allowance at the rates indicated below:—

<i>Station</i>	<i>Monthly Rate</i>
Bombay, Karachi and Colombo	Rs. 16/-
Calcutta, Rangoon and Stations in Assam, Manipur and Tripura States	Rs. 12/-
Delhi, *Dacca and *Chittagong	Rs. 10/-
Madras and Hyderabad	Rs. 5/-

NOTE (1).—An employee in receipt of Foreign Allowance in accordance with Rule 50 shall not be entitled to Place Allowance for the duration of the period that he draws the Foreign Allowance.

NOTE (2).—The payment of Place Allowance is subject to marginal adjustment. For example, an employee with a Basic Pay of Rs. 355 p.m. serving in Bombay will receive a Place Allowance of Rs. 11 p.m.

29. Transport.—The Corporation shall provide free of any charge, transport for conveying flying crews on duty between a fixed rallying point/residence and the airport.

****30. Transport/Conveyance Allowance.**—Employees who are basically graded as flying crew and are required to perform Administrative duties in addition to their own (namely, Chief Pilot, Pilot Instructors, Check Pilot, Chief Flight Engineer, Chief Flight Navigator, Communication Superintendent, Deputy Communication Superintendent, Chief Air Hostess and Chief Flight Steward) shall be eligible for Transport/Conveyance Allowance under the terms and conditions laid down for the grant of such allowance in Rules 30 to 36 of General Employees Service Rules.

31. Efficiency Bonus.—The undermentioned members of flying crew shall be eligible for the grant of an Efficiency Bonus at the following rates:—

Senior Captain	Rs. 200/- p.m.
Captain	Rs. 150/- p.m.
Junior Captain	Rs. 100/- p.m.
First Officer	Rs. 75/- p.m.
1 [Senior Flight Engineer	Rs. 75/- p.m.]
[Flight Engineer	Rs. 50/- p.m.]
Senior Radio Officer (including Selection grade)	Rs. 100/- p.m.
Radio Officer	Rs. 50/- p.m.
Flight Navigator	Rs. 75/- p.m.
Air Hostess	Rs. 10/- p.m.
Steward	Rs. 10/- p.m.

32. The grant of Efficiency Bonus is subject to the service being certified at the end of each month, by the competent authority, as satisfactory. When the grant of this bonus is withheld, the individual shall have the right of appeal.

33. Navigator's Allowance.—A pilot possessing a Navigator's Licence shall be eligible for an allowance as indicated below:—

- (i) if possessing a Second Class Navigator's Licence Rs. 75/- p.m.
- (ii) if possessing a Flight Navigator's Licence Rs. 100/- p.m.

†33A. A Radio Officer possessing second class Navigator's Licence shall be eligible for a Navigator's Allowance at the rate of Rs. 75 p.m.

* The rate in respect of Dacca and Chittagong takes effect from 1st August 1956.

** This Rule takes effect from 24th November 1956.

1 [] Inserted with effect from 22nd December, 1956.

† This Rule takes effect from 1st October, 1956.

34. Command Pay.—Captains holding Command Endorsements on an aircraft used in the Corporation's scheduled services, shall be granted Command Pay as shown below:—

(i) for one Command Endorsement	Rs. 50/- p.m.
(ii) for two Command Endorsements	Rs. 100/- p.m.
(iii) for three or more Command Endorsements	Rs. 150/- p.m.

***35. Charter Allowance.**—Flying Crew who are detailed on charter services and have to spend more than two nights away from their Headquarters, shall be eligible for a Charter Allowance at the following rates:—

Pilots, Radio Officers, Flight Engineers and Flight Navigators	Rs. 5/- per day
Air Hostesses and Stewards	Rs. 2/- per day

NOTE (1).—The allowance will be paid irrespective of the fact that the Pilot, Flight Engineer, Flight Navigator, Radio Officer, Air Hostess or Steward is paid a Daily Allowance or provided with board and lodging at the expense of the Corporation.

NOTE (2).—The 'day' for purpose of this allowance shall mean a period of 24 hours spent away from Headquarters in excess of the first 48 hours. Part of a day shall count as full day provided its duration exceeds 12 hours and shall be ignored if the duration is 12 hours or less.

****36. A Commander, a Co-Pilot and a Radio Officer shall, for each successful landing at Leh and Kargil, be eligible for bonus at the undermentioned rates:—**

Commander	Rs. 25/-
Co-Pilot	Rs. 15/-
Radio Officer	Rs. 10/-

37. Overtime Allowance.—Members of the Flying Crew shall, when required to fly in excess of 80 hours in a month, be eligible for an allowance at the rates given below:—

Captain and Senior Captain	Rs. 10/- per hour
Senior Flight Navigator & Junior Captain	Rs. 9/- per hour
Senior Flight Engineer, Flight Navigator & First Officer	Rs. 7/- per hour
Flight Engineer	Rs. 6/- per hour
Radio Officer	Rs. 5/- per hour
Air Hostess and Steward	Rs. 2/8 per hour

38. For purposes of Overtime Allowance, the flying time shall be calculated as shown below:—

(i) *Scheduled Service*—Flying time to be calculated according to the scheduled timings in force for the service.

(ii) *Charters to places not on Corporation's scheduled net-work—*

(a) <i>Dakotas & Herons</i>	160 miles per hour plus 10 minutes for circuit landing and taxiing (for each sector).
(b) <i>Vikings</i>	180 miles per hour plus 10 minutes for circuit landing and taxiing (for each sector).
(c) <i>Skymasters</i>	180 miles per hour plus 15 minutes for circuit landing and taxiing (for each sector).
†(d) <i>Viscounts</i>	260 miles per hour plus 15 minutes for circuit landing and taxiing (for each sector).

* This Rule takes effect from 17th February, 1956, and in respect of Flight Navigators from 1st October, 1958.

** This Rule takes effect from 16th April, 1956.

† Inserted with effect from 10th October, 1957.

(iii) *Other Flying—*

- | | |
|---------------------------------------|--|
| (a) Dead flying | Actual |
| (b) Ferry flights | actual unless between scheduled points |
| (c) Instructional or Training Flights | (Only Instructor or Chief Pilot and (*Flight Engineer to be paid)—actual |
| (d) Diversions | actual |
| (e) Survey and Search Flights | actual |
| (f) Test Flights | actual. |

NOTE (i) (Nepal Operations) The number of flying hours for the purpose of Overtime Allowance admissible to the Flying Crew specifically based in Nepal will be calculated at $1\frac{1}{2}$ times the rate prescribed above. This Rule does not apply to any flying done outside Nepal

*NOTE(ii) A Flying Instructor shall, for purposes of calculating overtime allowance, have his actual instructional flying calculated at $1\frac{1}{2}$ times

39 Chief Pilots Allowance.—A Chief Pilot shall be eligible for an allowance of Rs 100 p m

40 Check Pilots Allowance—A Check Pilot approved by the Director General of Civil Aviation and also actually appointed by the Corporation for this purpose shall be eligible for an allowance at the rates given below—

Chief Check Pilot	Rs. 100/- p m
Check Pilot	Rs 75/- p m.

41 Chief Flight Engineers Allowance.—A Chief Flight Engineer shall be eligible for an allowance of Rs 100 p m

42 Chief Flight Navigators Allowance.—A Chief Flight Navigator shall be eligible for an allowance of Rs 100 p m

43 Chief Air Hostesses Allowance—A Chief Air Hostess shall be eligible for an allowance of Rs 100 p m

44 Communication Superintendents Allowance.—A Communication Superintendent shall be eligible for an allowance of Rs 100 p m

45 Deputy Communication Superintendents Allowance.—A Deputy Communication Superintendent shall be eligible for an allowance of Rs 50 p m

46 Chief Flight Stewards Allowance.—A Chief Flight Steward shall be eligible for an allowance of Rs 50 p m

47 Blank

48 Flying Instructor Allowance.—A Pilot who is required to perform the duties of an Instructor, in addition to his normal duties, shall be eligible for an allowance at the rates given below for the period for which he is appointed to perform the duties of Pilot Instructor or Chief Pilot Instructor

Chief Flying Instructor	Rs 125/- p m
Flying Instructor	Rs 100/- p m

49 Washing Allowance.—The uniforms supplied by the Corporation to Flight Stewards and to Air Hostesses will be washed under arrangements to be made by the Corporation. Where no such arrangements are made by the Corporation, an employee in the above category shall be eligible for a Washing Allowance at the rate of Rs 3 per month

NOTE—Washing Allowance is to be paid throughout the year. No pro-rata deduction in this allowance is to be made for periods of leave other than leave without pay and allowances

50 Foreign Allowance.—The India-based personnel when posted to foreign stations on permanent transfer shall be eligible for the grant of Foreign Allowance at the rates mentioned in Appendix V

* Inserted with effect from 1st April, 1958

** This, in respect of Flying Instructors at CTE, Begumpet, takes effect from 1st October 1958 and in respect of others from 1st December, 1958

*51. An employee posted in a foreign country will, for the period of any sanctioned leave, be granted Foreign Allowance under the conditions stated below:—

- (i) When the leave is spent at the foreign station of posting or any other station in the same country, the Foreign Allowance will be paid for the entire period of leave.
- (ii) When the period of leave is spent in a place outside the country to which he is posted the Foreign Allowance shall be paid only for the first 30 days of such leave.
- (iii) The grant of the Foreign Allowance will be subject to a certificate being furnished by the Head of the department to the effect that the employee will, at the end of the leave, return to the Foreign station of posting.
- (iv) Foreign Allowance will be paid on half the normal rate when the leave availed of by the employee is on half pay; no Foreign Allowance will be paid when the leave is on total loss of pay and allowances.

52. **Winter (Fuel) Allowance.—All India-based personnel when posted on permanent transfer to Srinagar, Leh, Darjeeling or stations in Nepal and Afghanistan shall be eligible for Winter (Fuel) Allowance at Rs. 40 p.m. (Indian currency) for the five winter months, i.e., from November to March.

53 to 78. Blank.

79. **Regulation of Pay and Allowances.**—The pay and allowances of an employee are payable from the date from which he takes charge of the post or service to which he is appointed. If the charge is before 12-00 noon the pay and allowances shall be admissible from the same day, if at 12-00 noon or thereafter, they shall be payable from the following day.

80. **Initial Pay on Appointment.**—A new entrant on first appointment to a post on a scale of pay shall draw the minimum pay of the scale prescribed for the post, unless the appointing authority issues special orders regarding the fixation of his initial pay at a higher stage. In cases of promotion, if his substantive pay is equal to, or higher than, the minimum pay of the new scale of pay, his pay shall be fixed at the stage just above that which he is already drawing.

(Example.—An employee whose Basic Pay is Rs. 240 in the scale of Rs. 190—10—300, when promoted to the scale of Rs. 220—12—340 will have his Basic Pay fixed at Rs. 244 in the new scale of pay.)

81. **Increment.**—An employee is entitled to draw an increment after completing one year's satisfactory and approved service, unless it is expressly stated by the competent authority that the increment will be withheld for reasons specified in writing. In the event of the restoration of the increment so withheld at a later date, the competent authority shall indicate, in writing whether the increment should be granted from the date on which it originally fell due or from a subsequent date.

†81-A. **Advance Increments.**—Employees in all grades who have, in the opinion of the Competent Authority, as indicated below, rendered meritorious service during the year may be granted Advance Increments not exceeding two.

<i>Grades of employees</i>	<i>Competent Authority</i>
Grade 18	Chairman.
Grades 10 to 15 & 16	General Manager.
Grades 1 to 9	Area Manager (Departmental Head at Headquarters).

The Competent Authority will also indicate whether the grant of advance increment(s) affects the date of the normal annual increments.

* This Rule takes effect from 9th May, 1956.

** This Rule in so far as employees in grades 13 and above are concerned takes effect from 1st November, 1955.

† This Rule takes effect from 1st May, 1957.

82. **Secondary Increment.**—An employee in grades 1 to 9, 10 and 11 shall, on reaching the maximum of his grade, be eligible for a further increment for every three years of service rendered after reaching the maximum. This increment shall be granted beyond the maximum of the grade and at the rate last drawn in the grade.

83. Leave without pay and allowances upto a period of two years in the aggregate during the full tenure of service of an employee, shall not have the effect of postponing the date of his annual increment. Any period of such leave in excess of two years shall be excluded from calculations in regard to the length of service for purposes of determining the date of the employee's next increment.

*84. **Advance of salary while proceeding on leave.**—An employee proceeding on Privilege leave and/or Sick leave shall be eligible to be paid an advance against the leave salary due for the full period of the leave, subject to the usual deductions, e.g., on account of Provident Fund subscription, Income-tax, etc. In cases in which the leave granted to an employee extends beyond the next pay-day, the amount of advance should also include the pay and allowances due to him upto the date of his proceeding on leave.

CHAPTER VII

TRAVELLING AND DAILY ALLOWANCES

85. Travelling Allowance is given to an employee to cover the out-of-pocket expenses which he actually incurs on travelling on Corporation duty. It is a fundamental principle that this allowance is not to be a source of profit.

86. Duty journeys are of ¹[three] kinds (a) ²[journeys in aircraft as a necessary complement of the crew], (b) journeys on temporary duty (tour) or on temporary transfer and (c) journeys on permanent transfer

**87. Normally all duty journeys are to be performed by air. A departure from this requires a written permission of the authority competent to countersign the Travelling Allowance claim of the individual. A journey by road is to be permitted only between two places which are not connected by rail/sea.

88. The class of rail/sea accommodation to which an employee when required to travel by rail/sea is eligible will be as shown below:—

	Class of accommodation	
	By Rail.†	By Sea.
Employees in grades 10 and above	First Class	Highest Class
Employees in grades 3, 4, 5, 6, and 7	Second Class	If there be two classes on steamer higher class; if there be more than two classes - the middle or Second class.

NOTE.—Employees whose Basic Pay is Rs. 1,600 p.m. and above may travel by air-conditioned rail accommodation but in such cases a recovery at the rate of three paise per mile will be made from them for such journeys.

†89. In case of journeys performed by air where there is both a first and tourist class, the entitlement of class of accommodation shall be as indicated below:—

Employees in Grades 14 and above First Class
Others Tourist Class.

* This Rule takes effect from 21st February, 1956.

¹[] Substituted for the word 'two' with effect from 24th November, 1956.

²[] This clause was introduced with effect from 24th November, 1956.

** This Rule takes effect from 24th November, 1956.

† This revised rail classification is effective from 1st April, 1955.

‡ This Rule takes effect from 28th April, 1955.

*90. (i) The Corporation will make suitable arrangements for the boarding and lodging of the crew when they are detailed on flight duty involving stay at the outstation. Where such arrangements are made, members of the flying crew shall be required to avail of these facilities and shall not be eligible for payment of any out-of-pocket expenses. In cases in which a member of the crew chooses to make his own arrangements at the outstation, no out-of-pocket expenses shall be payable. Further the transport facilities in such cases shall be made available to the crew only between the airport and the hotel or any other places of halt as may be arranged by the Corporation. Such a member of the crew shall reach the airport or the hotel or the place of halt as arranged by the Corporation under his own arrangements and at his own cost.

(ii) In cases in which the Corporation is unable to make necessary boarding and lodging arrangements at the outstation, the crew members shall be eligible for reimbursement of the actual expenses incurred by each member at the outstation on this account, subject to the condition that their claim shall not exceed the amount of Daily Allowance admissible to an employee whilst on temporary duty (tour). For this purpose a day shall mean a period of 24 hours or fraction thereof spent at the outstation.

91. **Temporary Duty (Tour).**—An employee proceeding on temporary duty (tour) shall travel by air, rail/sea, or road as required and shall be eligible for the following:—

(A) *By Air.*—Free passage shall be provided by the Corporation.

(B) *By Rail.*—

(i) *For employees in grades 1 to 9*

One and a half times the single fare of the entitled class of rail accommodation.

(ii) *For employees in grades 10 and above*

Single fare of the entitled class of rail accommodation.

(C) *By Sea.*—Single fare of the entitled class of sea accommodation.

(D) *By Road.*—Mileage allowance for the distance actually travelled at the rate applicable to the employee (see Rule 106). This allowance is permissible only when the two stations are not connected by air, rail or sea.

(E) *Daily Allowance.*—

(i) *For employees in grades 1 to 9 when they are required to travel by rail:*

(a) Daily Allowance shall be admissible for the period of the employee's stay at the outstation. No Daily Allowance shall be admissible for the period of journey.

(b) For the day of arrival at and the day of departure from the outstation, only half Daily Allowance shall be admissible.

(c) No Daily Allowance is admissible in respect of place of halt from which an employee departs on the same day on which he arrives at it.

(ii) *For employees in grades 1 to 9 when they are required to travel other than by rail and employees in grades 10 and above required to travel by any mode of conveyance:*

Daily Allowance will be admissible for each day of absence from his Headquarters station.

NOTE (1).—For the purposes of sub-rule E(i) above 'day' means a calendar day beginning and ending at midnight.

NOTE (2).—For the purposes of sub-rule E(ii) above 'day' means a period of 24 hours or part thereof from the time the outward journey commences to the time the return journey ends at the Headquarters station.

NOTE (3).—A journey is deemed to commence/end when the aircraft takes off/lands at the airport or when the train or steamer leaves/arrives at the station or port.

NOTE (4).—When an employee proceeds on temporary duty (tour), no road mileage is admissible for the journey to or from the employee's residence both at his Headquarters and at the outstation.

NOTE (5).—The Daily Allowance is admissible to an employee only once in respect of a particular day. For instance, an employee who is on temporary transfer to one station and who proceeds from thence on temporary duty (tour) to another station, shall be eligible for Daily Allowance only at the rate applicable to the new station.

NOTE (6).—The rate of Daily Allowance includes an element for conveyance expenses at the outstation and no separate claim for such expenses, is admissible.

92. Temporary Transfer.—When an employee is required to work temporarily at an outstation, that is when the period of his absence from his Headquarters is not likely to exceed 90 days, he shall be posted on temporary transfer and be granted the travelling expenses as per Rule 91(A), (B), (C), or (D). In addition, he shall be eligible for Daily Allowance at the rates laid down in Rule 103, read in conjunction with Rule 104 and Rule 105, for the actual period of his stay at the outstation subject to a maximum of 90 days. The authority competent to order the transfer of the employee will review the posting from time to time and in any case in the beginning of the third month, so as to consider whether or not the period of his further stay at the outstation justifies the transfer being made permanent. If the competent authority decides to convert the temporary transfer into a permanent one, the decision should immediately be communicated to the employee and his transfer is to be treated as permanent from the date the decision is communicated.

An employee who is initially posted to an outstation on temporary transfer and is subsequently required to stay there as a permanent measure, will be allowed a free passage to return to his permanent Headquarters and also the privileges and allowances admissible on permanent transfer as per Rules 94 to 100.

NOTE (1).—An employee who proceeds on temporary duty (tour) or on temporary transfer is not eligible for road mileage in respect of his moves at the outstation.

NOTE (2).—No reimbursement of actual expenses incurred by an employee at the outstation, e.g., coolie charges for transportation of his personal baggage, etc., is permissible.

NOTE (3).—An employee who is required to undergo a course of training abroad should be viewed to be on temporary duty (tour). In such cases, the Daily Allowance is payable, for the actual period of absence from permanent station without any limit of the period.

93. An employee who, during the period of his temporary transfer or temporary duty (tour) at an outstation falls sick and is thus away from his work at the outstation on Sick leave or Privilege/Casual leave on grounds of sickness, is eligible for the grant of Daily Allowance for the period of such absence. This allowance is not payable for absence on leave on other grounds.

94. Permanent Transfer.—An employee on permanent transfer shall travel by air, rail, sea or road as required and shall be eligible for the concessions and allowances as indicated in Rules 95 to 100.

95. (a) By Air.—(i) Free Air Passage for the employee and his family.

(ii) Cost of two rail fares of the entitled class of accommodation if the two stations are connected by rail

or

when the old and new stations are connected by sea and not by rail, cost of two sea fares of the entitled class of accommodation

or

if the old and new stations are not connected by rail or sea, (partially or in full), the cost of one air fare when the basic pay of the employee exceeds Rs. 200 p.m. and the cost of half an air fare when the basic pay is Rs. 200 or below.

(b) By Rail/*Sea.—Three rail/sea fares of the entitled class of accommodation for self; one extra rail/sea fare for each adult member of his family for

* Provision for payment of incidentals for travel by sea in the Rule was introduced with effect from 12th October, 1955.

whom full fare is actually paid; and a half rail/sea fare for each child for whom such fare is actually paid.

NOTE (1).—All journeys by rail/sea shall be performed by the class to which the employee is entitled. In special circumstances he may be allowed to travel by a lower class at the discretion of the ¹[Area Manager].

NOTE (2).—In cases of journey by sea, where the steamer company has two rates of fare, one inclusive and one exclusive of diet, the term 'fare' as used above should be held to mean the fare exclusive of diet.

(e) **By Road.**—Two road mileages at the rate applicable to the employee.

(See Rule 106) for self, plus an additional mileage for two members of his family. If the number of family members exceeds two, the number of additional mileage admissible shall be two only.

NOTE.—Travelling expenses or free passages in respect of the family of an employee who is transferred permanently from one station to another shall be admissible if the family joins the employee at the new station within a period not exceeding six months from the date the employee is struck off duty at the old station. In exceptional circumstances an Area Manager (Head of the Department at Headquarters) may extend this period by three months.

96. Conveyance or Personal (Household) Effects.—(1) When the two stations are connected by rail, an employee irrespective of whether he travels by air, rail, sea or road, will be reimbursed the actual expenses incurred on transporting his personal (household) effects from the old to the new station. The claim for such expenses shall, however, be limited to the cost of carriage by goods train of the personal effects, upto the following maxima.—

	For transportation by goods train	
	If having a family	If not having a family
	Mds.	Mds.
Grades 14 and above	60	40
Grades 10, 11, 11A, 12A, 12B & 13A	30	20.
Grades 3, 4, 5, 6, & 7	15	12

*(ii) When the two stations are connected by sea and not by rail, or when the two stations are connected by rail as well as sea and sea is the normal mode of conveyance, the employee, irrespective of whether he travels by air, or sea, will be reimbursed the actual expenses incurred on the transportation of his personal (household) effects from the old to the new station. The claim on account of transportation of personal (household) effects shall be limited to the cost of transportation, by steamer of such effects up to the maxima prescribed above.

** (iii) When the two stations are connected neither by rail nor by sea, partially or in full, the employee may transport his personal (household) effects by air. In such cases the claim for transportation expenses shall be limited to the cost of transportation, by air of such effects up to the following maxima:—

	For transportation by air	
	If having a family	If not having a family
	lbs.	lbs.
Grades 14 and above	900	600
Grades 10, 11, 11A, 12A, 12B, & 13A	450	300
Grades 3, 4, 5, 6 & 7	225	180

¹[] Substituted for the word 'Chairman' with effect from 12th December, 1958.

* This clause takes effect from 6th January, 1956.

** This clause takes effect from 18th April, 1956.

NOTE.—When an employee is permanently transferred from one station to another he shall be eligible for the reimbursement of expenses on account of the transportation of his personal (household) effects from the old to the new station provided the same are transported within a period of six months from the date he is struck off duty at the old station. In exceptional circumstances Area Managers (Head of the Department at Headquarters) may extend this period by three months. This also applies to cases in which an employee has no family.

97. In addition to the above, an employee shall be reimbursed to cost of transporting by goods train/steamer one motor car or one motor cycle from the old to the new station.

NOTE (1).—In cases in which an employee transports his motor car/motor cycle by passenger train, the amount of the claim for transportation charges shall be restricted to the cost that would have been incurred had the motor car been transported in a closed wagon attached to goods or express goods train or the motor cycle been transported by goods train as the case may be.

NOTE (2).—If the employee transports his motor car/motor cycle under its own power his claim on this account should be accepted subject to the condition that the amount so claimed does not exceed the cost of transporting the vehicle by goods train.

*98. For transportation of personal (household) effects by road, for that portion of the journey which is not connected by air/rail/sea, e.g., between residence and the Airport/City Booking Office, or Railway Station or Steamer Port, an employee may draw:—

- (i) the actual expenses incurred on the transportation of such effects up to the maundage limits laid down in Rule 96, or
- (ii) the amount that would be admissible at the rate of annas four per maund per mile for the maundage actually carried but not exceeding the prescribed limits,

whichever is lower.

99. **Joining Time.**—An employee on permanent transfer from one station to another will be eligible for joining time as indicated below:—

- (i) Six days' preparation time, plus
- (ii) where a journey from old to the new station is performed.
 - (a) *By Rail or Road.*—One day for each 250 miles or fraction thereof.
 - ** (b) *By Sea.*—The number of days actually occupied in the journey by sea.

NOTE (1).—A Sunday does not count as a day for purpose of calculating the time allowed for preparation. But a holiday counts as a day for the purposes of the above Rule.

NOTE (2).—An employee on permanent transfer who after being relieved at his old station and before joining the new station, avails of Privilege leave, Sick leave and/or Casual leave, shall be eligible for joining time only under sub-clause (ii) of this Rule.

100. **Settling-in-Allowance.**—An employee on permanent transfer from one station to another shall be eligible for a "Settling-in" Allowance equivalent to the following:—

- (i) 30 days Daily Allowance at the rate applicable to him as per Rule 103 read in conjunction with Rule 104 and Rule 105 on the date of his reporting for duty at the new station, with reference to his Basic Pay on that date, plus

* This Rule takes effect from 17th February, 1956.

** This sub-clause takes effect from 6th January, 1956.

(ii) a lump sum amount calculated as under

- | | |
|--|-----------------------------|
| (a) For employees whose Basic Pay does not exceed Rs. 400 p.m. | } 25% of monthly Basic Pay. |
| (b) For employees whose Basic Pay exceeds Rs. 400 p.m. | |
| | } 10% of monthly Basic Pay. |

101. An employee when submitting his claim for travelling allowance shall furnish (i) a certificate to the effect that the journey by rail/sea was performed by the class of rail/sea accommodation for which the claim is made, and (ii) Cash Memo or other vouchers in support of the amount claimed for the carriage of personal (household) effects.

*102. **Mutual Transfer.**—(i) A request, made in writing, for mutual transfer on a permanent basis may be granted subject to administrative convenience This is subject to the conditions that:—

(a) the employees are in the same pay scale and are performing the same type of duties at their respective stations, and

(b) the employees agree to forego all privileges and concessions authorised, under IAC Service Rules, for permanent transfers.

(ii) The employees, whose mutual transfer is accepted, will not be eligible for any concessions or privileges admissible on permanent transfer except that a free air passage may be granted, on 'subject basis', only to each of the two employees from the old to the new station. If an employee on mutual transfer, after having been relieved of his duties at the old station, is detained at that station on account of non-availability of a seat in the aircraft, or is otherwise unable to join duties at the new station, he shall make an application for the grant to him of such leave as is due to him so as to cover the period of his absence.

103. **Daily Allowance.—The rates of Daily Allowance in India for employees of different categories are as under:—

Commander i.e. Senior Captains & Captains	Rs. 16/- per diem
Chief Flight Navigators	Rs. 16/- „ „
Junior Captains and First Officers	Rs. 14/- „ „
Communication Superintendents, Senior Radio Officers (Selection Grade)	Rs. 14/- „ „
Senior Flight Navigators	Rs. 14/- „ „
Flight Navigators	Rs. 14/- „ „
Senior Flight Engineers	Rs. 14/- „ „
Flight Engineers	Rs. 10/- „ „
Second Officers	Rs. 10/- „ „
Senior Radio Officers	Rs. 10/- „ „
Radio Officers	Rs. 10/- „ „
Air Hostesses (all grades)	Rs. 7/- „ „
Stewards (all grades)	Rs. 5/8/- „ „

**104. At Calcutta, Bombay and Delhi the Daily Allowance shall be 100 per cent more and at Srinagar, Madras, Bangalore, Nagpur and Hyderabad it shall be 50 per cent more than the rates given in Rule 103.

105. **Rates of Daily Allowance in countries outside India.**—The rates of Daily Allowance applicable to countries outside India are as given in Appendix VI.

* This Rule takes effect from 20th March, 1956.

** The Rules as now revised take effect from 1st January, 1956.

106. Mileage Allowance for Journeys by Road.—For journeys by road, mileage allowance is admissible at the following rates for each mile travelled:—

Rate per mile

An employee drawing a Basic Pay exceeding Rs. 750/- Annas eight.
 An employee drawing a Basic Pay exceeding Rs. 200/- but not exceeding Rs. 750/- Annas six.
 An employee drawing a Basic Pay exceeding Rs. 100/- but not exceeding Rs. 200/- Annas four.
 An employee drawing a Basic Pay up to Rs. 100/- Annas three.

107 to 120. Blank.

CHAPTER VIII

LEAVE

121. Casual Leave.—An employee shall be eligible for Casual Leave to the extent of 10 days in a calendar year either for private affairs or on grounds of sickness. This shall not be accumulated. Normally not more than three days Casual Leave will be granted at a time in two consecutive months. Casual Leave can be combined with Extraordinary Leave i.e. leave without pay and allowances. Except as provided in Rule 154 Casual Leave cannot be combined with any other kind of leave.

122. Privilege Leave.—An employee shall be eligible for 30 days' Privilege Leave for every 11 months of service. This leave is cumulative up to 90 days.

123. The leave account of an employee will be written up in retrospect only once for each period of eleven months' service, by adding 30 days to the opening balance as on the first day of the period and deducting therefrom total leave availed of during the period.

NOTE.—Reckoning of leave on *pro-rata* basis will be permissible during the currency of a period of eleven months' service if the balance at the beginning of the period is less than the individual's leave requirement. Leave on a *pro-rata* basis shall be calculated at the rate of one day for every eleven days' service; fraction of a day shall be ignored.

124. The carry over of leave thus worked out shall be restricted to 90 days and the balance of leave, if any, shall lapse unless the employee had made an application for the grant of leave and the same was refused before the expiry of the eleven months' period. In such cases the employee may be authorised to carry forward to the next leave period the full amount of leave assessed as above provided that the number of days of Privilege leave carried over in excess of 90 days shall not exceed the period of leave applied for by him and refused in writing owing to exigencies of the Corporation's work.

125. A temporary employee, although he earns Privilege leave from the date of his appointment, shall be eligible to avail of the leave only after he has completed one year's service. For this purpose all continuous service rendered prior to 1st January, 1955 in I.A.C. shall be taken into account.

126. For the purposes of determining Privilege leave entitlement periods of absence on the following types of leave shall count as service:—

- (i) Casual leave.
- (ii) Sick leave.
- (iii) Quarantine leave.
- (iv) Special leave granted by the General Manager to count towards service.
- (v) Accident and Disability leave on full pay under Rule 135.
- (vi) Special leave for injuries caused during sporting activities.

NOTE.—No period of absence on any other types of leave shall count as service for purposes of determining leave entitlement.

127. The leave salary admissible to an employee for the duration of Privilege leave, shall in addition to his Basic Pay and Personal Pay, include the following allowances, if attached to the substantive post held by him immediately before his proceeding on leave.—

- Dearness Allowance.
- Place Allowance.
- Winter (Fuel) Allowance.
- Efficiency Bonus.
- Navigator's Allowance, and
- Command Pay.

NOTE (1).—Winter (Fuel) Allowance shall be included in the leave salary only for the period of Privilege leave falling within the winter months i.e. from November to March.

NOTE (2).—In addition to the allowances mentioned above, an employee who substantively holds one of the posts mentioned in Rules 39 and 41 to 46 shall, when he proceeds on Privilege leave, be eligible to draw, during the period of such leave, the allowance authorised for the post.

NOTE (3).—Substantive post means the post held by an employee in a substantive capacity and not the one in which he happens to officiate.

128. Sick Leave.—An employee shall be eligible for 31 days Sick leave in a calendar year. He shall be eligible for pay and allowances as laid down in Rule 127, while on Sick leave.

NOTE.—A Pilot eligible for Instructor's Allowance under Rule 48 shall continue to draw the allowance during Sick leave.

129. An employee may carry over to the next calendar year any unavailed portion of Sick leave not exceeding 9 days per calendar year subject to the condition that the leave thus accumulated shall not exceed 30 days at any one time.

130. A member of Flyine Crew who reports sick and is thus unable to report for duty at the appointed time shall furnish a certificate by the Medical Officer in support of his request for Sick leave. In places where there is no Medical Officer, the certificate may be obtained from a Registered Medical Practitioner of Allopathic system of medicine. The medical certificate shall be submitted by the crew as early as possible without avoidable loss of time.

131. Blank.

132. Special Sick Leave.—An employee suffering from Tuberculosis or Leprosy shall be eligible for the grant of Special Sick leave on half Basic Pay for a period of 30 days for every completed year of service subject to a maximum of 180 days in the entire service. For this purpose all continuous service rendered prior to 1-1-1955 in I.A.C./integrating airlines shall also be taken into account.

133. Special Sick leave shall be granted only after the employee has exhausted all leave on full pay admissible to him under these Rules.

134. Special Sick leave on half Basic Pay may be granted on *pro-rata* basis for a fraction of a year's service, e.g., an employee with one and a half year's service is eligible for 45 Special Sick leave.

135. Accident and Disability Leave.—An employee sustaining an injury caused by an accident arising out of and in the course of his employment, or suffering illness (i) during and in consequence of the due performance of the normal duties assigned to him or (ii) in the performance of any particular duty which has the effect of increasing his liability to illness beyond the ordinary risk attending the normal duties assigned to him may on production of a medical certificate in the prescribed form, be granted Accident and Disability leave up to a maximum of 90 days. During such leave the employee will be granted his Basic Pay, Dearness Allowance and Place Allowance, where admissible.

*This revised Rule takes effect from 1st January, 1958.

136. The grant of this leave is subject to the condition that the accident or illness is not due to the employee's negligence or default and that the employee obeys all instructions given by the approved medical authority as to treatment during the period of absence.

137. Blank.

138. **Study Leave.**—An employee may be granted study leave by the General Manager at his discretion on the merits of each case, on such terms and conditions as he may deem necessary.

139. **Quarantine Leave.**—An employee may, on a quarantine certificate issued by a medical authority approved by the General Manager, be granted leave of absence from duty for a period not exceeding 30 days.

140. Quarantine leave is to be granted in cases of cholera, small-pox, plague, diphtheria, typhus fever and cerebrospinal meningitis.

141. Quarantine leave is not admissible in cases in which an employee himself is suffering from an infectious disease. In such cases the employee should be given the normal casual, sick or privilege leave at his credit.

142. Blank.

143. **Extraordinary Leave.**—In exceptional circumstances to be recorded by the sanctioning authority and when no leave of any other kind is admissible under these Rules to a permanent employee or a temporary employee who has completed one year's continuous service, he may be granted Extraordinary leave i.e. leave without pay and allowances. The period of such leave shall not exceed 90 days at a time.

144. A temporary employee with less than one year's service is eligible for the grant of Extraordinary leave under the above circumstances up to a maximum of 15 days.

145. **Extraordinary Leave for T.B. or Leprosy Patients.**—T.B. or Leprosy patients may, in addition, be granted Extraordinary leave i.e. leave without pay and allowances at the rate of 30 days for every year of service. The period of this Extraordinary leave shall, however, not exceed 270 days in the entire period of service.

146. For the purpose of Extraordinary leave under Rule 145 all continuous service rendered prior to 1-1-1955 in I.A.C./integrating airlines, shall also be taken into account.

*147. **Special Leave for Injuries during Sporting Activities.**—An employee who takes part in any sport in a recognised tournament as a duly authorised representative of the I.A.C. and sustains an injury while actually participating in an event of the tournament shall be eligible for the grant of Special leave. This leave will be granted only on the recommendation of the Medical Officer.

147-A. **Special Casual Leave.—A permanent employee or a temporary employee who has completed one year's service, who is a sportsman of All-India repute and who takes part in sporting events, tournaments and matches of national or international importance held either in India or abroad shall be eligible for the grant of Special Casual leave subject to the conditions mentioned in clauses (i) and (ii) below.

- (i) The total period of Special Casual leave shall not exceed 30 days in any one calendar year. Any period of absence in excess of 30 days should be treated as regular leave of the kind admissible under the Service Rules. This leave can be combined with regular leave but not with ordinary Casual leave.

- (ii) The Special Casual leave may be allowed only:—

- (A) for participation in sporting events of national or international importance; and

*This Rule takes effect from 1st June 1956.

**This Rule takes effect from 5th November, 1956 and governs cases pending on the date.

(B) when the employee concerned is selected or called for trial, for such participation—

(a) in respect of international sporting events, by any one of the following organisations as a member of a team which is accepted as representative on behalf of India:—

- (1) The All-India Foot-ball Federation,
- (2) The Indian Hockey Federation,
- (3) The Board of Control for Cricket in India,
- (4) The Indian Olympic Association,
- (5) The All-India Lawn Tennis Association,
- (6) The Table-Tennis Federation of India,
- (7) The All-India Badminton Association,
- (8) The All-India Women's Hockey Association, and
- (9) The National Rifle Association, India or

(b) In respect of events of national importance when the sporting events in which participation takes place, is held on an inter-state, inter-zonal or inter-circle basis, and the employee concerned takes part in the event in a team as a duly nominated representative on behalf of the State, Zone, or Circle as the case may be, or

(c) in respect of an event in a recognised sport in a tournament organised under the authority of the I.A.C., or

(d) in respect of any other event or tournament in which the I.A.C. decides to enter its official team.

NOTE.—This concession is not to be allowed for participation either in a national or international sporting event in which such participation of the employee concerned takes place in the personal capacity and not in a representative capacity.

148. General conditions regarding all kinds of leave.—No kind of leave can be claimed as of right. The authority empowered to grant leave has the discretion to refuse or revoke leave according to the exigencies of the Corporation's work.

149. All leave shall be applied for in writing addressed to the appropriate authority within the time prescribed by the relevant Rule.

150 and 151. Blank.

152. If leave is refused, postponed, or revoked, the reason therefor shall be communicated to the employee concerned.

153. All leave at the credit of an employee shall lapse on the date of retirement or termination of service: Provided, however, that in case of Privilege leave admissible and applied for in writing, well ahead of the date of retirement, and refused in writing by the competent authority in the interest of the Corporation work, the employee may be granted, from the date of retirement, the amount of Privilege leave so refused.

154. When an employee who has exhausted the full period of Sick leave due to him, requires more leave on grounds of sickness he can be granted Privilege/Casual leave in continuation of Sick leave. Thus, whilst Privilege/Casual leave can be availed of either on grounds of sickness or for private affairs, Sick leave can be availed of only on grounds of sickness.

***NOTE.**—Sick leave, which can be availed of only on grounds of sickness can also be granted in continuation of Privilege/Casual leave irrespective of whether the latter is taken on grounds of sickness or otherwise.

* This takes effect from 24th March, 1958.

155. The grant of half a day's leave is not allowed to an employee. Any such leave availed of will count as a full day.

156 to 158. Blank.

CHAPTER IX COMPENSATION

*159. The Corporation shall pay compensation in the under-mentioned circumstances and at the rates indicated below. Such compensation is payable only when the death or an injury is caused by an accident during or as a result of air journey performed as a member of the flying crew in the Corporation's service.

(i) *Death resulting from air journey on duty*

	Rs.
Senior Captain (Basic Pay exceeding Rs. 1250/-)	45,000
Captain and Sr. Flight Navigator (Basic Pay exceeding Rs. 1050/-)	40,000
Jr. Captain, Flight Navigator & Sr. Radio Officer in selection grade (Basic pay not exceeding Rs. 1050/-)	35,000
First Officer, Sr. Radio Officer, and Sr. Flight Engineer (Basic Pay exceeding Rs. 650/-)	30,000
First Officer, Sr. Radio Officer, and Flight Engineer (Basic pay not exceeding Rs. 650/-)	25,000
Probationary Flight Navigator	25,000
Second Officer, Probationary Flight Engineer and Radio Officer	20,000
Air Hostess and Steward	15,000
Probationary Radio Officer, Probationary Air Hostess and Probationary Steward	10,000

(ii) *Permanent Total Disablement*.—The compensation in such cases shall be 12 per cent of the corresponding death compensation as per clause (i) above.

Permanent total disablement means total and irrecoverable loss of sight of both eyes or of two limbs by physical separation at or above the wrist or ankle as the case may be or of such loss of sight of one eye and such loss of one limb.

(iii) *Permanent Partial Disablement*.—The compensation payable in cases of permanent partial disablement shall be such percentage of the corresponding death compensation as represents the extent of loss of earning capacity of the employee. The percentage of loss of earning capacity is indicated below:—

Injury	Percentage of loss of earning capacity.
Loss of right arm above or at the elbow	70
Loss of left arm above or at the elbow	60
Loss of right arm below the elbow	60
Loss of leg at or above the knee	60
Loss of left arm below the elbow	50
Loss of leg below the knee	50
Permanent total loss of hearing	50
Loss of sight of one eye	30
Loss of thumb	25
Loss of all toes of one foot	20
Loss of one phalanx of thumb	10
Loss of Index finger	10
Loss of great toe	10
Loss of any finger other than index finger	5

* The revised clause (ii) and clauses (iii) and (iv) of this Rule take effect from 22nd July, 1957 and govern cases pending on the date.

Where permanent partial disablement does not result in lowering the employee's normal earning capacity the Corporation's liability in such cases shall be restricted to providing such medical facilities as are admissible under the service Rules.

- (iv) *Temporary Disablement*.—The employee shall be eligible for the grant of Accident & Disability leave on full Basic Pay plus Dearness Allowance and Place Allowance, where admissible, up to a period of 90 days in accordance with the provisions of Rules 135 and 136. Thereafter, the employee may be granted, by the General Manager, Accident & Disability leave on half of the total of Basic Pay plus Dearness Allowance plus Place Allowance, where admissible, for such further period (not exceeding 274 days) as may be decided by the General Manager. The Corporation shall meet the cost of reasonable medical treatment as laid down in Rule 161.

NOTE.—As soon as an employee is declared to have incurred permanent disablement, total or partial, he will become eligible for payment of compensation as per clauses (ii) or (iii) above as the case may be less all other payments that have been made to him under clause (iv) above. The payments made under clause (iv) above are therefore to be treated as provisional.

160. Blank.

161. The Corporation shall, at its own expense, provide all reasonable medical aid or bear expenses thereof, as certified by the Medical Officer, for an injury suffered by an employee in the due performance of his duties and not arising out of his negligence or default.

162 **For Loss of Luggage or Personal Effects of Flying Personnel**.—The Corporation may indemnify the crew against loss or damage that may be caused, at stopping points, to their personal effects carried with them on their flying duty journeys. The amount of compensation which is payable only if the loss or damage is not due to or attributable to the fault or negligence of the crew shall not exceed Rs. 250 per individual.

CHAPTER X

163. **Medical Facilities**.—Medical facilities will be provided for the employees of the Corporation as laid down in Rules 164 to 170. No member of the employee's family is eligible for any of these facilities.

164. **Medical Attendance and Treatment**.—*(a) Employees are entitled to free medical consultation at the Corporation's dispensary during such consulting hours as may be notified from time to time.

*(b) An employee desirous of consulting a Medical Officer at his (employee's) residence, shall have to pay the transport expenses for journeys to and from the employee's residence.

(c) All medicines prescribed by the Corporation's Medical Officer shall be dispensed at the Corporation dispensary. A dispensary where maintained should be kept open for the duration of the shifts and a qualified compounder should be on duty throughout.

(d) In exceptional cases, when it is not possible to dispense the prescriptions at the Corporation's dispensary due to non-availability of medicines or the Corporation dispensary being closed, an employee may, with the prior approval of the Medical Officer, get the prescription dispensed at a local Chemist's shop approved for the purpose. The cost of such medicines will be reimbursed to the employee who will present the cash memo, duly countersigned by the Medical Officer, to the Chief Accounts Officer concerned.

*NOTE.—The Corporation shall not provide such patent medicines as tonics, cough drops, recuperatives, vitalisers, etc., etc. The cost of all such medicines when prescribed by the Medical Officer shall be borne by the employee.

* These take effect from 27th August, 1955.

165. As far as possible, arrangements will also be made with local hospitals/institutions recognised by a State Government for:—

- (i) Indoor treatment, including surgical operations;
- (ii) Pathological or X-ray examinations;
- (iii) Consultation with specialists.

*166. **Indoor Treatment or Operations.**—A Medical Officer may, when he considers it necessary, refer an employee to a local hospital or a recognised institution for indoor treatment or surgical operation. The cost (excluding diet charges, if any, included in the bill) shall be borne by the Corporation, except that, in the case of employees whose basic pay is Rs. 100 or below, the diet charges, when paid to the hospital/institution, will also be borne by the Corporation. The type of accommodation to be provided in the hospital/institution will depend on the status of the employee and shall require the prior approval of the Corporation's Medical Officer.

167. **Pathological or X-ray Examination.**—A Medical Officer may ask a local hospital or a recognised institution or a private practitioner to carry out such pathological and/or X-ray examination as may be considered necessary by him. Charges for such examination will be borne by the Corporation.

*168. **Consultation with Specialists.**—A Medical Officer may, when he considers it necessary, send an employee to a local hospital or a recognised institution or a private practitioner for specialist advice, e.g., in regard to diseases of the eye, nose, ear, throat or for dental treatment. Such consultation shall also include testing of eye-sight for glasses subject to the condition that spectacles, artificial dentures, hearing aids, etc., when recommended by the specialist, shall be procured by the employee at his own expense. The Corporation will bear the consultation fee or examination charges or the cost of dental treatment. The dental treatment as authorised in this rule covers only the extraction of teeth and gum treatment.

169. **Tuberculosis.**—In the case of an employee suffering (or suspected to be suffering) from Tuberculosis, a Medical Officer will send him with full particulars of the patient's case to a local Public Tuberculosis Hospital/Centre or a specialist for expert opinion. If the Tuberculosis Specialist thus consulted recommends ambulatory treatment, such treatment will be given by the Medical Officer of the Corporation on the periodical advice given by the Specialist. The Corporation, shall on the advice of its Medical Officer, and to the extent of the period of leave due and/or authorised, endeavour to provide free hospitalisation in government hospitals or approved sanatoria to an employee suffering from Tuberculosis.

NOTE.—The term 'hospitalisation' is taken to mean all facilities provided in the particular hospital or sanatorium.

170. **Leprosy.**—An employee suffering from leprosy will be provided with medical facilities similar to those laid down in Rule 169.

171. **Conveyance of Employees falling Sick at Work.—When an employee falls sick at work, he shall be provided, free of any charge, the necessary conveyance to hospital. When the attending Medical Officer considers it necessary he may be conveyed to his residence also. If such an employee cannot be carried in the Corporation transport, the cost of carrying him in an ambulance or in a hired conveyance shall be borne by the Corporation.

CHAPTER XI

FREE AND CONCESSIONAL AIR PASSAGES

172. The grant of free/concessional air passages to the employee shall be regulated as laid down in Rules 173 to 180.

173. (a) A permanent employee, or a temporary employee who has completed one year's service, may be granted, during each calendar year, two free return air passages (one for the employee and one for the employee's wife). In addition, such an employee may be granted, during each calendar year, not more than three concessional return air passages on payment of 25 per cent of the scheduled fare.

* This Rule takes effect from 27th August, 1955.

** This Rule takes effect from 30th November, 1955.

(b) The return passage mentioned above comprises of two single tickets for a journey between the same two points performed by the same person and the splitting up of such a passage into two separate single passages is not permissible. Applications for the grant of free/concessional passages will normally be made for a passage to and from the same points and shall be authorised as such. Once such a passage is sanctioned a debit to the passage account of the individual shall be raised accordingly.

(c) In cases in which an employee applies for only a single passage from point 'A' to point 'B', it would be granted to him provided that the free/concessional air passage for the return journey (from point 'B' to point 'A' in respect of the same person) may be granted to him subject to the condition that no relaxation of the period of validity for the return journey ticket, laid down in Rule 177, shall be permissible in such a case. Irrespective of whether or not the employee utilises the return passage his passage account shall be debited with one return passage.

(d) The air passages will normally be available by the shortest or the cheapest route. In cases, however, where two places are connected by a non-stop service as well as a stopping service, air passages may be provided by either. No break of journey on free/concessional air passages is permissible.

(e) An infant in arms, though not provided with a seat, will count against concessional passages if the employee wishes to avail of the infant's passage at 24 per cent of the scheduled fare or transfers his free passage to the infant. If, however, he chooses to pay the normal infant's fare (i.e., 10 per cent of the scheduled fare), the passage will not count against his entitlement of concessional/free passage.

(f) On certain sectors the Corporation issues return tickets at a cost less than the cost of the two single fares. The 75 per cent rebate authorised on concessional staff passages shall be based on the sum of the two single journey fare and not on the reduced return fare between the two stations.

174. The passages shall be allowed subject to accommodation being available and after all paying traffic is accommodated.

NOTE.—The term 'subject to accommodation being available' mentioned in the above rule shall be interpreted to mean that an employee shall be accommodated only when a through passage is available on a service after making due provision for fare paying priority passengers. In other words, the load factor shall be taken into account at the point of embarkation, and care taken to ascertain that the required space would be available throughout before embarkation is permitted. When, however, an employee is willing to take a chance at intermediate stations and requests in writing for being given a passage which may involve his being off-loaded at one or more stations *en route*, a passage may be granted to him on that basis at his own risk.

175. All the above-mentioned passages (except the free passage for the employee's wife) will be transferable to the employee's wife, dependent children and/or dependent parents. The free passage authorised for the wife of the employee is not transferable.

176. Free/concessional air passages may be provided to all I.A.C. stations on regular scheduled services, including those outside India.

177. The above passages shall be non-cumulative. A ticket for free/concessional air passage shall be valid for commencement of the journey as follows:—

- (i) Outward Journey—Within three months from the date of the issue of the ticket, or the end of the calendar year to which the concession relates, whichever is earlier.
- (ii) Return Journey—Within three months from the date of the issue of the ticket for outward journey, or by the 31st January of the year following that to which the concession relates whichever is earlier.

The above applies to domestic as well as international sectors. No extension or revalidation of the tickets is permissible.

NOTE 1.—An application for the grant of free/concessional passages shall be made, in the prescribed form, at the station of origin and the

same shall be exchanged with a ticket (tickets) for the outward/return journeys within 2 months from the date of issue of the authorisation form.

NOTE 2.—If a Rebate Authorisation Form is neither exchanged with a ticket nor surrendered for cancellation within the prescribed period of two months, the passage sanctioned on that form shall be deemed to have lapsed.

NOTE 3.—If after a ticket has been obtained in exchange of a Rebate Authorisation Form, the employee surrenders it before the expiry period of its availability, the authority that issued the R.A. form may, if satisfied with the circumstances under which the cancellation is sought, allow the R.A. form to be cancelled and the passage account amended. The employee will then be eligible to apply for another passage in lieu. This concession will not apply to a ticket in respect of which the outward journey has been performed.

178. The above air passages shall not be claimed by any employee of the Corporation as of right, but shall be sanctioned at the discretion and convenience of the Corporation.

NOTE.—No excuse shall be made by an employee granted free/concessional passages for not returning to duty in time on account of non-availability of a seat in the aircraft and responsibility for rejoining duty on the appropriate date shall be solely that of the employee.

179. Any unauthorised use of the free or concessional passage granted to an employee is liable to be construed as a misconduct and may also entail permanent forfeiture of the privilege for free and concessional passages.

180. An employee or the member of his family or dependent parent travelling in the aircraft of the Corporation on free/concessional air passages shall do so entirely at his risk and shall be governed by the terms and conditions subject to which ticket is normally issued by the Corporation to a paying passenger and such terms and conditions shall be binding on the employee as well as on the member of his family or the parent, his heirs and legal representatives and all other persons claiming or purporting to claim under him or them.

CHAPTER XII

181. **Uniforms.**—The Corporation shall provide uniforms, free of charge to such of the employees whom the Corporation may declare to be required to wear the same. The scale of the uniforms shall be such as may be determined by the Corporation from time to time.

CHAPTER XIII

182. **Discipline and Appeals.**—The Corporation may from time to time issue Standing Orders governing the conduct of their employees. A breach of these Orders will amount to misconduct.

183. Every employee shall have the right to appeal, within such time and in accordance with such terms as may be prescribed by the Corporation against an order or punishment or penalty passed against him, to a competent authority except where the order has been passed by the Corporation themselves.

184 to 188. Blank.

CHAPTER XIV

189. **Retirement Benefits.**—Every employee who has completed one year's continuous service shall, subject to the rules to be made hereafter in this behalf, contribute to the Contributory Provident Fund each month a minimum of 8-1/3 per cent and a maximum of 18 per cent of his Basic Pay plus Efficiency Bonus. The Corporation's contribution to the Fund shall, however, be limited to 8-1/3 per cent of his Basic Pay plus Efficiency Bonus.

190. The Corporation's contribution to the Fund is payable to the employee after five years of membership of the Fund. Subject to this and the other rules to be made hereafter in this behalf, all the accumulated balance to the credit of an employee on the day he ceases to be an employee of the Corporation, is payable to him or his nominee or nominees or, executors.

APPENDIX I

Scales and Designation of Flying Operations Deptt.

(See Rules 3 & 19)

FLYING OPERATIONS DEPARTMENT

Grade	Pay scale	Designation
FLIGHT STEWARDS AND AIR HOSTESSES		
5	140-8-220	Flight Steward
6	190-10-300	Flight Steward
7	220-12-340	Senior Flight Steward (1) Chief Flight Steward (Grade Pay plus Rs. 50/- p.m.)
10	250-15-370	Air Hostess
11	320-15-440	Senior Air Hostess Chief Air Hostess (Grade Pay plus Rs. 100/- p.m.)
RADIO OFFICERS		
11-A	320-20-440	Radio Officer
12-B	440-30-710-40-750	Senior Radio Officer
14	750-50-1050	Senior Radio Officer (Selection Grade Deputy Communication Superintendent (Grade Pay plus Rs. 50/- p.m.) Communication Superintendent (Grade Pay plus Rs. 100/- p.m.)
FLIGHT ENGINEERS		
12-B	440-30-650	Flight Engineer
13-A	550-40-750	Senior Flight Engineer Chief Flight Engineer (Grade Pay plus Rs. 100/- p.m.)
FLIGHT NAVIGATORS		
14	750-50-1050	Flight Navigator
15	1050-50-1250	Senior Flight Navigator, Chief Flight Navigator (Grade Pay plus Rs. 100/- p.m.)
PILOTS		
12-A	400 Fixed	Second Officer
13-A	550-40-750	First Officer
14	750-50-1050	Junior Captain
15	1050-50-1200	Captain Flying Instructor (Grade Pay plus Rs. 100/- p.m.)

(1) Introduced with effect from 16th May 1956.

Grade	Pay scale	Designation
16	1250—60—1550	Senior Captain Check Pilot (Grade Pay Plus Rs. 75/- p.m.) Chief Check Pilot (Grade Pay Plus Rs. 100/- p.m.) Flying Instructor (Grade Pay Plus Rs. 100/- p.m.) Chief Flying Instructor (Grade Pay Plus Rs. 125/- p.m.) Chief Pilot (Grade Pay Plus Rs. 100/- p.m.)
18	1850—75—2000	Operations Manager

NOTE 1.—A Captain after completing one year's service on the maximum of the grade (Rs. 1,200) shall automatically be promoted to grade 16. His designation shall simultaneously be changed to Senior Captain.

NOTE 2.—Junior Captains with one thousand hours in command and two years' of command service after the date of P.I.C. endorsement shall be promoted to the grade of Captains (Rs. 1,050—50—1,200) subject to vacancies. The condition in regard to the existence of a vacancy shall not apply to the cases of Pilots who have been in the service of the Corporation since 1st August, 1953.

NOTE 3.—A First Officer on completing three years service shall be trained and checked for command and on getting the command shall be promoted to the grade of Junior Captain from the date he secures the command. If for no fault of his a First Officer's command is delayed for more than six months (e.g., due to non-availability of aircraft, Instructor, etc.), he shall be promoted to the grade of Junior Captain with effect from the date he completes six months following his three years service.

NOTE 4.—(i) The pay scales of First Officers and Junior Captains as given above apply to Pilots who joined the Corporation on or after 1st January, 1955.

(ii) For Pilots who have been on the rolls of the Corporation since 1st August, 1953, the pay scales shall be as follows:—

First Officer	Rs. 630—40—750.
Junior Captain	Rs. 850—50—1,050.

(iii) For Pilots who joined the Corporation after 1st August, 1953, but before 1st January, 1955 and who are continuously in the service of the Corporation from that date, the pay scales shall be as follows:—

First Officer	Rs. 590—40—750.
Junior Captain	Rs. 800—50—1,050.

NOTE 5.—A Radio Officer in grade 11-A shall, on completing one year's service on the maximum pay of the grade (Rs. 440) and subject to efficiency, be automatically promoted to grade 12-B. His designation shall simultaneously be changed to Senior Radio Officer.

APPENDIX II (See Rule 10)

FORM OF MEDICAL CERTIFICATE

I,, do hereby certify that I have examined Shri....., a candidate for employment in the.....department of the Indian

Airlines Corporation and cannot discover that he/she has any disease, constitutional affection, or bodily infirmity, except
 I do not consider this a disqualification for employment in the Indian Airlines Corporation. Shri. 's age according to his/her own statement is years and, by appearance, about years.

(Name with designation
 of the Medical Officer.)

APPENDIX III
 (Rule 17)

INDIAN AIRLINES CORPORATION

Personal Service Record Clock No.

Name in full (block letters)	
Father's name in full (block letters)	
Home or Permanent address	
Present address	
Name and address of next of kin and nominee of Provident Fund	
Date of birth	Married, Widower or Single
Mother tongue	Language spoken
Relationship	
Nationality, Scheduled caste or Tribe (if any)	

EDUCATIONAL OR TECHNICAL QUALIFICATIONS

Name of	Examination, Diploma or degree	Class or distinction	Year
School			
University			
Technical institution			

PREVIOUS EXPERIENCE

Name of employer	Period of Service	Post held	Salary on leaving	Reason for leaving

Specimen signature or Thumb Mark	P HOTO
Mark of identification	

SERVICE IN THE INDIAN AIRLINES CORPORATION

Date of joining	Deptt.	Grade	Designation	Monthly basis
				Monthly rated
				Daily rated

Temporary		Permanent		Probation		to date of confirmation				
No.	Date	Pay in scale	Personal Pay	D.A.	P.A.	Transport allowance	House Rent All.	Officiating All.	License All.	Other All.

Raised to Grade	Increment	Reduced to grade	Reduction in Salary	Reasons

TRANSFER

Deptt. Order No.	Date	Permanent or Temporary	From					
			Place	Deptt.	Designation	Place	Deptt.	Designation

Date of leaving.

GENERAL & CONFIDENTIAL NOTES

Supersession	
Resignation	
Any other reason	
Conduct	
Ability	
Attendance	
Enthusiasm	
Other remarks if any	

(NOTE :--Adverse entries will be communicated in writing to the employee concerned.)

APPENDIX IV

(Rule 21)

PROFORMA FOR EFFICIENCY BAR CERTIFICATE

"Certified that Shri/Smt.....
Designation.....in view of his/her ability and
integrity, is fit to cross the Efficiency Bar."

Designation.

APPENDIX V

(See Rule 50)

Stations	Foreign allowance per month for employees whose Basic Pay					
	Is not exceeding Rs. 150/-	Exceeding Rs. 150/- but not Rs. 300/-	Exceeding Rs. 300/- but not Rs. 500/-	Exceeding Rs. 500/- but not Rs. 750/-	*Exceeding Rs. 750/- but not Rs. 1,250/-	Exceeding Rs. 1,250/-
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
<i>Pakistan</i>						
Karachi, Lahore, Dacca & Chittagong	100	150	200	250	300	350
<i>Burma</i>						
Rangoon	125	175	225	275	325	375
<i>Afghanistan</i>						
Kabul and Kandhar	125	175	225	275	325	375
<i>Nepal</i>						
Kathmandu & Pokhra	80	110	140	170	200	230
Elsewhere	40	60	80	100	120	140
<i>Ceylon</i>						
Colombo	100	125	150	175	200	225

NOTE.—The above rates in respect of stations in Nepal are effective from 1st November, 1955.

*The old Rule did not provide for the group of employees drawing basic pay exceeding Rs. 1000/- but not exceeding Rs. 1250/- per month. This slab was revised with effect from 23rd April 1955 so as to cater for the employees of the aforesaid category also.

APPENDIX VI

(Rule 106)

Rate of daily allowance in Countries outside India

Name of Country	Basic Pay of Rs. 750/- & above	Basic Pay of Rs. 250/- & above but below Rs. 750/-	Basic Pay below Rs. 250/-
1	2	3	4
** (1) European Countries	† £4-10 Sh. † The rate of Daily Allowance in the case of Operations Manager is £ 6 per diem.	£ 3-15 Sh.	£ 3-15 Sh.
(2) Hongkong	\$60 (HK)	\$45 (HK)	\$30 (HK)

** These rates take effect from 1st January, 1957.

1		2	3	4
(3)	Ceylon . . .	Rs. 35/-	Rs. 30/-	Rs. 25/-
(4)	Pakistan . . .	Pak. Rs. 30/-	Pak. Rs. 25/-	Pak. Rs. 15/-
(5)	Nepal . . .	Rs. 30/-	Rs. 20/-	Rs. 10/-
(6)	Burma . . .	Rs. 55/-	Rs. 40/-	Rs. 25/-
(7)	Afghanistan . . .	Rs. 25/-	Rs. 20/-	Rs. 15/-
(8)	Indonesia . . .	Rupiah 75/-	Rupiah 60/-	Rupiah 40/-
(9)	Siam . . .	Ticals 240/-	Ticals 200/-	Ticals 160/-
(10)	<i>Malaya</i>			
	(a) Singapore . .	Straits \$33	Straits \$24.75	Straits \$16.5
	(b) Penang, Kuala Lumpur . . .	„ \$20	„ \$15	„ \$10
	(c) Elsewhere . .	„ \$15	„ \$11.25	„ \$7.5
(11)	China . . .	PB \$25	PB \$18.75	PB \$12.50
(12)	<i>Japan</i>			
	(a) Tokyo . . .	Yens 4300	Yens 3225	Yens 2150
	(b) Elsewhere . .	„ 4100	„ 3075	„ 2050
* (13)	<i>Indo-China</i>			
	(a) Saigon . . .	Piastres 740	Piastres 555	Piastres 370
	(b) Hanoi & Haiphong . .	„ 400	„ 300	„ 200
	(c) Vientiane . .	„ 645	„ 484	„ 323
	(d) Phnom Penh . .	„ 370	„ 278	„ 186
	(e) Elsewhere in Indo China (Cambodia, Laos, North Vietnam, South Vietnam) . . .	„ 365	„ 274	„ 183
(14)	<i>Iraq</i>			
	(a) Baghdad & Basra .	I.D. 3.000	I.D. 2.250	I.D. 1.500
	(b) Elsewhere . .	I.D. 2.500	I.D. 1.375	I.D. 1.250
(15)	<i>Egypt</i>			
	(a) Cairo, Port Said & Alexandria .	£ E. 2.50	£ E 1.875	£ E 1.25
	(b) Elsewhere . .	„ 2.00	„ 1.50	„ 1.00
(16)	<i>East & Central Africa</i>			
	(a) North Rhodesia .	Sh. 40	Sh. 30	Sh. 20
	(b) Kenya, Tanganyika, Uganda, Zanzibar, Southern Rhodesia & Nyasaland . .	„ 30	„ 22.50	„ 15
(17)	<i>Belgian Congo</i>			
	(a) Leopold Ville, Staunley Ville & Costorman Ville .	Francs 490	Francs 367.5	Francs 245
	(b) Elizabeth Ville .	„ 460	„ 345	„ 230
	(c) Elsewhere . .	„ 350	„ 262.5	„ 175
(18)	<i>Abbyssinia</i>			
	(a) Ethiopia . .	E \$ 17.50	E \$ 13.125	E \$ 8.75
	(b) Eritrea . .	„ 11.00	„ 8.25	„ 5.50
(19)	Madagascar . .	Frs. African 1600	Frs. African 1200	Frs. African 800

* These rates take effect from 1st January, 1956.

1		2	3	4
*(20) Mauritius		36 Sh.	27 Sh.	18 Sh.
†(21) <i>Australia</i>				
(a) Canberra, Melbourne Adelaide, Sydney, Perth Hobart & Brisbane		Sh. (A) 80	Sh. (A) 60	Sh. (A) 40
(b) Elsewhere		60	45	30
‡(22) Formosa		\$100 N.T.	\$ 75 N.T.	\$ 50 N.T.
**(23) <i>Saudi Arabia</i>				
(a) Jeddah		60 Ryals	45.00 Ryals	30.00 Ryals
(b) Riyadh		83 "	62.25 "	41.50 "
(c) Dhahran		70 "	52.50 "	35.00 "
(d) Alkhobar		49 "	36.75 "	24.50 "
(e) Elsewhere in Saudi Arabia		25 "	18.75 "	12.50 "
*(24) Cyprus		38 Sh.	28.5 Sh.	19 Sh.
*(25) Aden		50 Br. E.A.Sh.	37.5 Br. E.A. Sh.	25 Br. E.A. Sh.
‡(26) <i>Iran</i>				
(a) Tehran		700 Rials	525 Rials	350 Rials
(b) Abadan		475 "	356.25 "	237.5 "
(c) Shiraz		415 "	311.25 "	207.5 "
(d) Elsewhere in Iran		300 "	225 "	150 "
*(27) <i>Persian Gulf</i>				
(a) Bahrain		42 I. Rs.	31.5 I. Rs.	21 I. Rs.
(b) Kuwait				
(i) 1st May to 30th Sept.		49 "	49.25 "	39.5 "
(ii) 1st Oct. to 30th April		60 "	45 "	30 "
(c) Elsewhere in Kuwait state including Gulf Hotel at Kuwait		60 "	45 "	30 "
(d) Elsewhere in Persian Gulf		28 "	21 "	14 "
@ (28) <i>West Indies</i>				
(a) Curacao		Sh. 40	Sh. 30	Sh. 20
(b) Trinidad		Sh. 65	Sh. 48/9	Sh. 32/6

NOTE.—Unless otherwise specified, the rates are in Indian Currency.

(b) SERVICE RULES FOR EMPLOYEES IN THE AIRCRAFT ENGINEERING DEPARTMENT

CHAPTER I

GENERAL

1. These rules shall be known as the Indian Airlines Corporation (Aircraft Engineering Department) Service Rules hereinafter referred to as Engineering Service Rules.

*These rates take effect from 1st June, 1956.

†These rates take effect from 1st November, 1956.

‡These rates take effect from 1st January, 1956.

**These rates take effect from 1st June, 1957.

@These rates take effect from 1st August, 1957.

2. They are intended to define conditions of service including recruitment, promotion, discipline, control and appeal, pay and allowances (including travelling and other allowances), leave and retirement benefits.

3. These rules shall come into force with effect from the 1st January, 1955, and shall apply to all personnel of the Aircraft Engineering Department mentioned in Appendix I and in the whole-time employment (whether permanent or temporary) of the Indian Airlines Corporation and to those under contract agreement to the extent not otherwise specified in the contract.

3A. Nothing contained in these rules shall have the effect of altering the provisions of any special law for the time being in force.

4. Subject to the provisions of Section 45 of the Air Corporations Act, 1953 (No. 27 of 1953), the Corporation reserve to themselves the right to modify, cancel or amend any or all of these rules or orders issued thereunder and to give effect thereto from any date which the Corporation may deem fit.

5. The Corporation reserve to themselves the right of interpreting finally the meaning of these rules in case of dispute.

CHAPTER II

DEFINITIONS

6. Unless there be something repugnant in the subject or context, the terms defined in this chapter are used in these rules in the sense here explained:—

- (1) *Chairman* means the Chairman of the Corporation.
- (2) *Competent Authority* in relation to the exercise of any power means the Chairman of the Corporation or any other authority to which the power is delegated.
- (3) *Corporation* means the Indian Airlines Corporation constituted under the Air Corporations Act, 1953 (No. 27 of 1953).
- (4) *Employee* means a person in the whole-time service of the Corporation.
- (5) *Family* means the employee's wife (one only), legitimate children and step children, wholly dependent upon him.
- (6) *General Manager* means the General Manager of the Corporation.
- (7) *Head of the Department* means an officer declared as such by the Corporation.
- (8) *India-based personnel* mean persons of Indian domicile recruited in India.
- (9) *Medical Officer* means a Medical Officer who is appointed by the Corporation, whole-time or part-time or a Registered Medical Practitioner approved by the Corporation.
- (10) *Month* means a month according to English calendar.
- (11) *Pay* means the amount drawn monthly by a Corporation's employee as (i) basic pay in the grade applicable to the post held by him substantively or in an officiating capacity, and (ii) any other emoluments which may be specially classed as pay by the Corporation.
- (12) *Permanent employee* means an employee who has completed a prescribed probationary period and who has been confirmed thereafter as regular member of the staff against the 'permanent' sanctioned establishment.
- (13) *Temporary employee* means an employee whose services have been engaged for a specified period, which may be extended from time to time, for work of a temporary nature against the 'temporary' sanctioned establishment.

CHAPTER III

APPOINTMENTS, TRANSFERS AND TERMINATION OF SERVICE

7. The establishment strength including both the number and designation of posts in the various categories and grades shall be determined by the Corporation from time to time.

Temporary additions to the number of posts may be made by such officers as may be authorised by the Corporation in this behalf.

8. Appointments to various posts shall be made by promotion or direct recruitment or by deputation from the Government of India or any other State Government in accordance with such conditions as the Corporation may determine from time to time.

9. Every person appointed to a service or post in the Corporation shall undergo a period of probation as shown below. This period may be extended or relaxed in respect of employees in grades 1 to 16 at the discretion of the General Manager. The period of probation of employees in grades 17 and above may be extended or relaxed at the discretion of the Chairman.

For employees in grades 1 to 9	Six months.
For other employees	One year.

10. No person shall be appointed to a post without a Medical Certificate from a Medical Officer. The Medical Certificate must be annexed to the first salary bill of the person concerned. The form of the certificate is given in Appendix II.

11. An employee of the Corporation is liable to serve or undergo training, anywhere in or outside India as may be required.

12. An employee shall retire from the service of the Corporation on attaining the age of 55 years, provided that employees in grades 1 to 12 who, on 1st April, 1955, had attained the age of 52 years or above may continue in the service of the Corporation until they attain the age of 57 years.

13. The services of an employee are terminable at 30 days notice on either side, or Basic Pay in lieu.

CHAPTER IV

14. **Promotion and Seniority.**—An employee of the Corporation will be eligible for promotion to the higher grade in accordance with the Rules made by the Corporation from time to time.

15. The seniority of an employee shall be determined in accordance with the Rules made by the Corporation from time to time.

16. **Officiating Appointments.**—Vacancies of a short duration will not normally be filled. When, however, a vacancy is for a duration of 30 days or more and the Head of the Department considers it essential to make officiating arrangements he shall appoint an employee to take charge of the absentee member's work in addition to his (employee's) own duties. The employee thus appointed to officiate shall be eligible for an Officiating Allowance which shall be fixed at:—

- (i) 20 per cent of the basic pay drawn by the officiating employee, or
- (ii) the difference between the basic pay of the officiating employee and that of the person for whom he officiates, or
- (iii) the difference between the basic pay of the officiating employee and the minimum of the higher grade or the post in which he officiates.

whichever is lowest. Provided that where the basic pay of the officiating employee is equal to or higher than the minimum of the higher grade or that of the person for whom he acts, his basic pay shall be fixed in the higher or equivalent grade at the next incremental stage in that grade.

NOTE.—For purposes of the grant of the above allowance an employee shall be deemed to have qualified for the allowance if he has actually worked, in addition to his own duties, in a higher or equivalent grade/post, irrespective of his own grade, on being authorised as such, in writing, by the Head of the Department. An equivalent post means a post in the same grade without any distinction of designation.

CHAPTER V

17. **Service Records.**—A Service Book, by numbers, of all employees of the Corporation, whether in permanent or temporary capacity, shall be maintained for each station. This book is to be maintained in the form prescribed in Appendix III.

18. This book is intended to be a complete authorised official record of an employee from the time he joins service till his discharge or retirement. Every entry in this book shall be signed personally by the officer authorised in this behalf by the General Manager.

CHAPTER VI

PAY AND ALLOWANCES

19. **Pay.**—The scales of pay for various categories of employees shall be as given in Appendix I.

20. **Interlinking of grades.**—The under-mentioned grades of pay shall be interlinked as indicated below. Individual employees shall be brought on the interlinked grades in accordance with Rules 21 to 25.

Interlinked grades 3 & 4 70—4—98—4—122—EB—106—6—172

Interlinked grades 5 & 6 140—8—188—8—220—EB—200—10—300

Interlinked grades 7 & 8 220—12—256—EB—275—15—455
(For Charge-hands only)

Grade 9 340—15—550 (for employees fit for the post of Sr. Examiner or Foreman).

Interlinked grades 10, 11 & 12 250—15—310—15—370—EB—335—15—395—15—440—EB—415—15—550

Interlinked grades 13 & 14 550—25—750—EB—800—50—1050

21. Employees in grades 3, 5, 10, 11 and 13 on reaching the Efficiency Bar stage shall, subject to the grant of a certificate in the prescribed form (see Appendix IV) by a competent authority, be brought on the interlinked grade and their future pay regulated accordingly. Such of the employees in the categories mentioned in grade 7 as are deemed to be qualified to become Charge-hands shall, on reaching the Efficiency Bar stage (i.e., at Rs. 256) be allowed to pass on to grade 8, subject to vacancies. In such cases, in lieu of the Efficiency Bar certificate, it will be necessary to obtain, from the competent authority, a certificate to the effect that the employee is fit to be a Charge-hand.

22. Employees already in grades 4, 6, 8, 12 and 14 will continue in their respective grades and will not be required to cross the Efficiency Bar. Employees in grade 11 will be required to cross only one Efficiency-Bar, i.e., when their pay reaches Rs. 395 stage.

23. Such of the employees as are not considered fit to cross the Efficiency Bar shall continue to receive increments in their original grade. The cases of such employees shall be reviewed annually. If such employees are subsequently considered fit to cross the Efficiency Bar, the certificate prescribed for the purpose will be necessary at that time. Their initial pay in the interlinked grade shall be fixed at the stage next above their pay on that date but seniority shall be regulated from the date of entry in the relevant grade.

24. An employee who has not been allowed to cross the Efficiency Bar shall have a right to appeal in the manner provided.

25. Promotion of an employee from an interlinked grade to the next higher grade shall be subject to merit and availability of a vacancy, to be filled by promotion, in that grade.

26. Blank.

27 Dearness Allowance.—All employees shall be eligible for the grant of Dearness Allowance at the rates shown below:—

Basic Pay		Dearness allowance
Rs.		Rs.
Upto 50/-		23
Exceeding	but not exceeding	
50	70	28
70	90	33
90	112	38
112	140	43
140	166	48
166	192	53
192	230	58
230	270	63
270	320	68
320	400	73
400	480	78
480	575	83 (Rs. 80/- in the case of an employee in grade 13)
575	675	85
675	775	90
775	875	95
875		100

28 Place Allowance.—All employees whose basic pay does not exceed Rs 350 p.m. shall, when posted permanently to the undermentioned stations, be eligible for a Place Allowance at the rates indicated below —

Station	Monthly Rate
Bombay, Karachi and Colombo	Rs. 16/-
Calcutta, Rangoon and stations in Assam, Manipur and Tripura States	Rs. 12/-
Delhi, †Dacca and †Chittagong	Rs. 10/-
Madras and Hyderabad	Rs. 5/-

NOTE (1) —An employee in receipt of Foreign Allowance in accordance with Rule 50 shall not be entitled to Place Allowance for the duration of the period that he draws the Foreign Allowance

NOTE (2) —The payment of Place Allowance is subject to marginal adjustment. For example, an employee with a Basic Pay of Rs 355 p.m. serving in Bombay will receive a Place Allowance of Rs 11 p.m.

29 House Rent Allowance.—All employees in grades 1 and 2 shall be eligible for a House Rent Allowance of Rs 4 per mensem. The allowance shall not be admissible to an employee for the period he is in occupation of residential accommodation provided by the Corporation either free or on payment of the prescribed rent.

30 Transport Allowance.—Employees in grades 1 to 14 shall be eligible for the grant of Transport Allowance at the rates given below:—

Grades 1 to 6	Rs. 10/- p.m.
Grades 7, 8 & 9	Rs. 25/- p.m.
Grades 10, 11 & 12	Rs. 40/- p.m.
Grades 13 & 14	Rs. 50/- p.m.

The grant of the Transport Allowance shall be subject to the following conditions:—

- (i) The employee works at an airport and is not provided with free transport by the Corporation.
- (ii) The employee resides at a distance exceeding 3 miles from the airport.

NOTE (1) —Employees who work at the airport at Nagpur and Bangalore and who are allowed to travel free of charge in the Corporation transport between the rallying points in the city and the airport concerned will also be paid the Transport Allowance as laid down in Rule 30.

† The rate in respect of Dacca and Chittagong takes effect from 1st August, 1956.

*NOTE (2)—Employees at Colombo, except the Engineer-in-Charge of I A C. station, who have to work at the airport and have to make two trips to and from the airport each day shall be eligible for Transport Allowance at double the rates laid down in Rule 30

*NOTE (3)—The Engineer-in-Charge, I A C, Station, Colombo shall be eligible for Transport Allowance at Rs 75 p.m.

**32. An employee, for whom the Corporation provides one way transport and the other way transport is arranged by the employee himself and such a feature extends for a period of not less than 15 days in a month, shall be entitled to Transport Allowance at half the rates mentioned in Rule 30 provided he is otherwise eligible for the grant of the allowance

33 Conveyance Allowance.—Employees in grades 15 and above shall be eligible for the grant of Conveyance Allowance at the rates given below —

Grades 15 & 16 Rs. 75/- p.m.

Grades 17 and above Rs. 100/- p.m.

34 The grant of the Conveyance Allowance shall be subject to the following conditions —

(i) The employee works at an airport and is not provided with free transport by the Corporation.

(ii) The employee actually maintains a transport (Motor Car) which is certified by the Area Manager to be essential for efficient performance of his duty.

35 Employees in grades 15 and above, who do not maintain their own transport, shall be eligible for Transport Allowance of Rs. 50 p.m under the conditions laid down in Rule 31

36 Transport/Conveyance Allowance shall continue to be paid to an employee who is absent from his Headquarters station on temporary transfer or on temporary duty (tour) in or outside India or on leave (other than leave without pay and allowances) only for the first 30 days of his absence

NOTE—Transport/Conveyance Allowance is not payable during the period of 'Joining time' availed of by an employee transferred permanently from one station to another

37 Overtime Allowance.—All employees in grades 1 to 12, irrespective of whether or not they are governed by the Factories Act who are classified under Category (b) of Rule 187 shall be eligible for Overtime Allowance at double the ordinary rate of wages for any work they are required to do beyond their daily scheduled hours of work

*NOTE—Employees of the above category stationed at Colombo shall also be eligible for Overtime Allowance at double the ordinary rate of wages for any period worked in excess of the spread over of 12 hours

38 The term 'wages' as used in Rule 37 above shall mean and include the following:—

In the case of employees governed by Factories Act	In the case of employees not governed by Factories Act
--	--

(i) Basic Pay
(ii) Personal Pay
(iii) Dearness Allowance
(iv) Place allowance
(v) Transport allowance
(vi) House Rent allowance
(vii) Machine Allowance
(viii) Washing allowance
(ix) Licence allowance
(x) Duty allowance.

(i) Basic Pay
(ii) Personal Pay
(iii) Dearness allowance

* This takes effect from 1st October, 1956

** This Rule takes effect from 1st January, 1956

*NOTE 1.—In the case of an employee governed by the Factories Act, who is eligible for the grant of Transport Allowance but the same is not paid to him because he utilises the Corporation Transport between the place of work and his residence/rallying point, the cash value of the facility i.e. the amount of Transport Allowance that would otherwise be admissible to the employee should be taken as part of the wages.

NOTE 2.—For the purpose of determining the amount of Overtime Allowance admissible to an employee in accordance with these Rules, the hourly rate of wages shall be calculated as follows:—

$$\text{Rate per hour} = \frac{\text{Monthly wages}}{25 \times 8}$$

The method of calculating the hourly rate of wages as indicated above shall apply to Overtime Allowance earned by an employee from 1st January, 1956 onwards. The amount of Overtime Allowance earned by an employee on work done prior to 1st January 1956 shall be calculated with reference to the method already adopted in the three Arcas for calculating the hourly rate of wages.

39. **Meal Allowance.**—When an employee in grades 1 to 9 is assigned duty which takes him away from his normal place of work during the course of his duty and he is consequently unable to have his meals at home or in the canteen, he shall be provided with meals or, in the alternative, actual expenditure incurred by him shall be reimbursed, subject in both cases to the monetary limits and the conditions mentioned in Rules 40 and 41.

40. The monetary limits and the normal meal times shall be as indicated below:—

Type of Meal	Normal meal time	Monetary limit for one meal
		Rs.
Breakfast	8-00 A.M.	-/12/-
Lunch	1-00 P.M.	1/4/-
Evening Tea	4-00 P.M.	-/8/-
Dinner	8-00 P.M.	1/8/-

41. The above concession shall be admissible only when an employee is required to attend to Corporation work away from his normal place of duty and as a result thereof he has to miss his meal for more than one hour beyond the normal meal time.

42. An employee in grades 1 to 9 who is required to work from Monday to Saturday and is entitled to 'off day' on Sunday, when called, owing to the exigencies of Corporation work, to work on that day i.e. Sunday, shall be provided with meals or, in the alternative, actual expenditure incurred by him shall be reimbursed, upto the monetary limits laid down in Rule 40. In such cases, the concession will be admissible even though employee attends to duties in his normal place of work. This concession shall apply only in respect of any meal which falls due within the hours actually worked by the employee on the Sunday.

43. An Engineer in grades 13 or 14 who is called upon to work beyond his normal working hours and as a result of which he will miss a meal shall be provided with meals or, in the alternative, actual expenditure incurred by him shall be reimbursed subject in both cases to the monetary limits and the conditions mentioned in Rules 44 and 45.

* This takes effect from 1st July, 1956.

44 The monetary limits and the normal meal times shall be as indicated below.—

Type of meal	Normal meal time	Monetary limit for one meal
Breakfast	8-00 A.M.	Re. 1/-
Lunch	1-00 P.M.	Rs. 1/8/-
Evening Tea	4-00 P.M.	Re. -/12/-
Dinner	8-00 P.M.	Rs. 2/-

45 The above concession shall be admissible only when an Engineer in grades 13 or 14 is required to attend to Corporation work beyond his normal working hours and as a result thereof he is detained for more than one hour beyond the normal meal time.

NOTE.—An employee who fulfils the conditions laid down in Rules 39 to 45 is eligible for the provision of meals or an allowance in lieu, irrespective of the fact that he is entitled to Night Shift Allowance, Duty Allowance, Sunday Allowance, and/or Overtime Allowance

46 Blank

47 **Flight Allowance.**—Aircraft Maintenance Engineers who are not basically graded as Flight Engineers and Engineering personnel not licenced on the particular type of aircraft shall, when detailed on flight duty as a necessary complement of the crew, be paid a Flight Allowance at the rates indicated below:—

Category	Rates per hour	
	Skymaster	Dakota, Viking and Heron
(i) Aircraft Maintenance Engineer :		
(a) Possessing A and C licence on the type of aircraft	Rs. 4/-	Rs. 2/8/-
(b) Possessing A or C Licence on the type of aircraft/engine	Rs. 2/-	Rs. 1/8/-
(ii) Engineering staff not licenced on the type of aircraft/engine	Rs. 1/12/-	Rs. 1/4/-

NOTE 1—Flight Allowance is also payable when ground personnel are detailed on flight duty as a necessary complement of the crew, in respect of the undermentioned flights:—

- (i) Dead Flying,
- (ii) Ferry & Relief Flights,
- (iii) Diversions,
- (iv) Survey and Search Flights.

NOTE 2—Flight Allowance is not payable on test flights and training or Instructional flights.

48 **Instructor's Allowance.**—An employee who is not basically graded as an Instructor and who is appointed to perform the duties of an Instructor, in addition to his normal duties, shall be eligible for the grant of an allowance of Rs 100/- per month for the period for which he performs the duties of an Instructor.

49. **Washing Allowance.**—The uniforms supplied by the Corporation to the employees in grades 1 to 9 will be washed under arrangements to be made by the Corporation. Where no such arrangements are made by the Corporation, an employee in grades 1 to 9 who is entitled to the free supply of uniforms, shall be eligible for the grant of a Washing Allowance at the rate of Rs. 3/- per month.

NOTE.—Washing Allowance is to be paid throughout the year. No *pro-rata* deduction in this allowance is to be made for periods of leave other than leave without pay and allowances.

50. Foreign Allowance.—The India-based personnel when posted to foreign stations on permanent transfer shall be eligible for the grant of a Foreign Allowance at the rates mentioned in Appendix V.

*51. An employee posted in a foreign country will, for the period of any sanctioned leave, be granted Foreign Allowance under the conditions stated below:—

- (i) When the leave is spent at the Foreign station of posting or any other station in the same country, the Foreign Allowance will be paid for the entire period of leave.
- (ii) When the period of leave is spent in a place outside the country to which he is posted the Foreign Allowance shall be paid only for the first 30 days of such leave.
- (iii) The grant of the Foreign Allowance will be subject to a certificate being furnished by the Head of the Department to the effect that the employee will, at the end of the leave, return to the foreign station of posting.
- (iv) Foreign Allowance will be paid on the half normal rate when the leave availed of by the employee is on half pay; no Foreign Allowance will be paid when the leave is on total loss of pay and allowances.

****52. Winter (Fuel) Allowance.**—All India-based personnel when posted on permanent transfer to Srinagar, Leh, Darjeeling or stations in Nepal and Afghanistan shall be eligible for Winter (Fuel) Allowance at Rs. 40/- p.m. (Indian currency) for the five winter months i.e. from November to March.

53. Night Shift Allowance.—An employee in grades 1 to 9, 10, 11 and 12, who is liable to shift working and who is required to work in Night Shift, shall be paid one-eighth of his wages as Night Shift Allowance.

54. For the purposes of Night Shift Allowance, 'wages' shall mean and include the pay and allowances enumerated below Rule 38.

55. A Night Shift shall mean a shift commencing not earlier than 6-30 P.M. and finishing not later than 8-00 A.M. A shift which extends beyond 11-30 P.M. or a shift which commences not later than 3-00 A.M. shall also be treated as a Night Shift.

56. Sunday Allowance.—An employee in grades 1 to 9, 10, 11 and 12 at an outstation, who is required to work on Sundays and is denied, due to administrative reasons, a substitute 'day off' for a minimum of two Sundays in a month shall be eligible for the grant of a Sunday Allowance. The amount of the Sunday Allowance in a month will be a fixed sum equivalent to $7\frac{1}{2}\%$ of the employee's basic pay for that month. This will remain unaltered even in cases in which an employee is denied substitute 'day off' on more than two Sundays in a month.

57. An employee in grades 1 to 9, 10, 11 and 12 working, at outstations, in shifts and who is classified under category (b) of Rule 187 shall also be eligible for the grant of Sunday Allowance under the conditions laid down in Rule 56. The hours of work put in by such an employee on the Sundays will not count towards overtime, but any hours in excess of the normal working hours put in by the employee on that day shall entitle the employee to overtime allowance.

58. An employee in grade 1 to 9, 10, 11 and 12 who is required to work on a holiday (other than a Sunday) shall be paid overtime at double the ordinary rate of wages. For this purpose the term 'wages' shall mean and include the pay and allowances enumerated below Rule 38.

* This Rule takes effect from 9th May, 1956.

** This Rule is so far as employees in grade 13 and above are concerned takes effect from 1st November, 1955.

59. Licence Allowance.—(i) Engineering Personnel upto grade 9 shall be entitled to a Licence Allowance of Rs. 30/- per month per category of licence (A, B, C, D or X) provided the endorsement or endorsements cover aircraft, engine or accessories used on Corporation's scheduled services.

(ii) Engineering Personnel in grades 10 to 14 shall be eligible for the grant of a Licence Allowance of Rs. 15/- per month for every additional type endorsement in each category over and above one basic endorsement, provided (a) the endorsement or endorsements cover aircraft engine or accessories used on Corporation's scheduled services and (b) the maximum Licence Allowance for each category shall not exceed Rs. 30/- per month.

NOTE.—An 'X' Licence valid only for compensation and adjustment of compasses shall not count as a licence for purposes of this Rule.

60. Aircraft Maintenance Engineers in grades 10 to 14 (both inclusive) shall be eligible for the grant of a Licence Allowance at the rate of Rs. 30/- p.m. per category of Licence which covers aircraft used in the scheduled services of the Corporation and which is over and above the prescribed minimum of the respective grade:—

NOTE.—The minimum licence qualifications required in each grade are generally as follows:—

Grade 10: A or C on any type of aircraft or aero-engine, as the case may be, used in the Corporation's scheduled services,

or

X licence either on electrical and ignition, or on instruments, or on propellers (each with endorsement at least for one important sub-division)

Grade 11: Licence as for grade 10 or B or D on any type of aircraft or aero-engine, as the case may be, used in the Corporation's scheduled services.

Grade 12: Licence as for grade 11.

Grade 13: A and C, or A and B, or C and D or any two out of A, B, C and D Licences on any type of aircraft and/or aero-engine, as the case may be, used in the Corporation's scheduled services,

or

'X' either on electrical and ignition (most of the important sub-divisions), or on instruments (most of the important sub-divisions) or on propellers (most of the important sub-divisions).

Grade 14: Licences as for grade 13.

61 to 78. Blank.

79. Regulation of Pay and Allowances:—The pay and allowances of an employee are payable from the date from which he takes charge of the post or service to which he is appointed. If the charge is before 12-00 noon the pay and allowances shall be admissible from the same day, if at 12-00 noon or thereafter, they shall be payable from the following day.

80. Initial Pay and Appointment.—A new entrant on first appointment to a post on a scale of pay shall draw the minimum pay of the scale prescribed for the post, unless the appointing authority issues special orders regarding the fixation of his initial pay at a higher stage. In cases of promotion, if his substantive pay is equal to, or higher than, the minimum pay of the new scale of pay, his pay shall be fixed at the stage just above that which he is already drawing.

(*Example.*—An employee whose Basic Pay is Rs. 240/- in the scale of Rs. 190—10—300, when promoted to a scale of Rs. 220—12—340 will have his Basic Pay fixed at Rs. 244/- in the new scale of pay.)

81. Increment.—An employee is entitled to draw an increment after completing one year's satisfactory and approved service, unless it is expressly stated by the competent authority that the increment will be withheld for reasons specified in writing. In the event of the restoration of the increment so withheld at a later date, the competent authority shall indicate, in writing, whether the increment should be granted from the date on which it originally fell due or from a subsequent date.

***81A. Advance Increments.**—Employees in all grades who have, in the opinion of the Competent Authority, as indicated below, rendered meritorious service during the year may be granted Advance Increments not exceeding two.

Grades of employees	Competent Authority]
Grade 16 (Heads of Departments only) & above.	Chairman,
Grades 10 to 15 & 16 (except Heads of Departments).	General Manager
Grades 1 to 9	Area Manager (Departmental Head at Headquarters).

The competent Authority will also indicate whether the grant of Advance Increment(s) affects the date of the normal annual increments.

82. Secondary Increment.—An employee in grades 1 to 9, 10, 11 and 12 shall, on reaching the maximum of his grade be eligible for a further increment for every three years of service rendered after reaching the maximum. This increment shall be granted beyond the maximum of the grade and at the rate last drawn in the grade.

83. Leave without pay and allowances up to a period of two years in the aggregate during the full tenure of service of an employee, shall not have the effect of postponing the date of his annual increment. Any period of such leave in excess of two years shall be excluded from calculations in regard to the length of service for purposes of determining the date of the employee's next increment.

****84. Advance of Salary while proceeding on leave.**—An employee proceeding on Privilege leave and/or Sick leave shall be eligible to be paid an advance against the leave salary due for the full period of the leave, subject to the usual deductions e.g. on account of Provident Fund subscription, Income-tax, etc. In cases in which the leave granted to an employee extends beyond the next payday, the amount of advance should also include the pay and allowance due to him up to the date of his proceeding on leave.

CHAPTER VII

85. Travelling and Daily Allowances.—Travelling allowance is given to an employee to cover the out-of-pocket expenses which he actually incurs on travelling on Corporation duty. It is a fundamental principle that this allowance is not to be a source of profit.

86. Duty journeys are of two kinds (a) journeys on temporary duty (tour) or on temporary transfer, and (b) journeys on permanent transfer.

†87. Normally all duty journeys are to be performed by air. A departure from this requires a written permission of the authority competent to countersign the T.A. claim of the individual. A journey by road is to be permitted only between two places which are not connected by rail/sea.

88. The class of rail/sea accommodation to which an employee when required to travel by rail/sea is eligible will be as shown below:—

	Class of accommodation	
	By Rail†	By Sea
Basic pay exceeding Rs. 200/- p.m.	First Class	Highest Class.
Basic pay exceeding Rs. 100/- p.m. but not exceeding Rs. 200/- p.m.	Second Class	If there be two classes on the steamer—higher class; if more than two classes the middle or second class.
Basic pay up to Rs. 100/- p.m.	Third Class	If there be two classes only on the steamer—the lower class; if there be three classes—middle or second class; if there be four classes—third class.

* This Rule takes effect from 1st May, 1957.

** This Rule takes effect from 21st February, 1956.

† This Rule takes effect from 24th November, 1956.

‡ This revised rail classification is effective from 1st April, 1955.

NOTE (1).—Employees whose basic pay is Rs. 1,600 p.m. and above may travel by air-conditioned rail accommodation but in such cases a recovery at the rate of three pies per mile will be made from them for such journeys.

*89. In case of journeys performed by air where there is both a first and a tourist class, the entitlement of class of accommodation will be as indicated below:—

Employees whose basic pay exceeds Rs. 750/- .. First Class.

Other Employees .. Tourist Class.

90. **Temporary Duty (Tour).**—An employee proceeding on temporary duty (tour) shall travel by air, rail/sea, or road as required and shall be eligible for the following:—

(A) *By Air.*—Free passage shall be provided by the Corporation.

(B) *By Rail.*—

(i) *For employees in grades 1 to 9.*—One and a half times the single fare of the entitled class of rail accommodation.

(ii) *For employees in grades 10 and above.*—Single fare of the entitled class of rail accommodation.

(C) *By Sea.*—Single fare of the entitled class of sea accommodation.

(D) *By Road.*—Mileage allowance for the distance actually travelled at the rate applicable to the employee (see Rule 106). This allowance is permissible only when the two stations are not connected by air, rail or sea.

(E) *Daily Allowance.*—

(i) *For employees in grades 1 to 9 when they are required to travel by rail.*—(a) Daily Allowance shall be admissible for the period of the employee's stay at the outstation. No Daily Allowance shall be admissible for the period of journey.

(b) For the day of arrival at and the day of departure from the outstation, only half Daily Allowance shall be admissible.

(c) No Daily Allowance is admissible in respect of place of halt from which an employee departs on the same day on which he arrives at it.

(ii) *For employees in grades 1 to 9 when they are required to travel other than by rail and employees in grades 10 and above required to travel by any mode of conveyance.*—Daily Allowance will be admissible for each day of absence from his Headquarters station.

NOTE (1).—For the purposes of sub-rule E(i) above 'day' means a calendar day beginning and ending at midnight.

NOTE (2).—For the purposes of sub-rule E(ii) above 'day' means a period of 24 hours or part thereof from the time the outward journey commences to the time the return journey ends at the Headquarters station.

NOTE (3).—A journey is deemed to commence/end when the aircraft takes off/lands at the airport or when the train or steamer leaves/arrives at the station or port.

NOTE (4).—When an employee proceeds on temporary duty (tour), no road mileage is admissible for the journey to or from the employee's residence both at his Headquarters and at the outstation.

NOTE (5).—The Daily Allowance is admissible to an employee only once in respect of a particular day. For instance an employee who is on temporary transfer to one station and who proceeds from thence on temporary duty (tour) to another station, shall be eligible for Daily Allowance only at the rate applicable to the new station.

NOTE (6).—The rate of Daily Allowance includes an element for conveyance expenses at the outstation and no separate claim for such expenses, is admissible.

* This Rule takes effect from 28th April, 1955.

91. In cases in which an employee cannot, under the Rules of the Railway concerned, be allowed to perform the rail journey, on Corporation duty, by the class of rail accommodation to which he is normally entitled under Rule 88, (e.g. when he is required to escort fully charged batteries) an Area Manager may, after recording the special reasons, authorise the employee to travel by the higher class of rail accommodation. In such cases, the cost of the single rail fare of the employee will be determined with reference to the class in which the journey is actually performed while the cost of the additional half rail fare, where admissible is to be calculated in accordance with his normal entitlement of rail accommodation.

92. **Temporary Transfer.**—When an employee is required to work temporarily at an outstation, that is when the period of his absence from his Headquarters is not likely to exceed 90 days, he shall be posted on temporary transfer and be granted the travelling expenses as per Rule 90 (A), (B), (C) or (D). In addition, he shall be eligible for Daily Allowance at the rates laid down in Rule 103, read in conjunction with Rule 104 and Rule 105 for the actual period of his stay at the outstation subject to a maximum of 90 days. The authority competent to order the transfer of the employee will review the posting from time to time and in any case in the beginning of the third month, so as to consider whether or not the period of his further stay at the outstation justifies the transfer being made permanent. If the competent authority decides to convert the temporary transfer into a permanent one, the decision should immediately be communicated to the employee and his transfer is to be treated as permanent from the date the decision is communicated.

An employee, who is initially posted to an outstation on temporary transfer and is subsequently required to stay there as a permanent measure, will be allowed a free passage to return to his permanent Headquarters and also the privileges and allowances admissible on permanent transfer as per Rules 94 to 100.

NOTE (1).—An employee who proceeds on temporary duty (tour) or on temporary transfer is not eligible for road mileage in respect of his moves at the outstation.

NOTE (2).—No reimbursement of actual expenses incurred by an employee at the outstation e.g. coolie charges for transportation of his personal baggage etc. is permissible.

NOTE (3).—An employee who is required to undergo a course of training abroad should be viewed to be on temporary duty (tour). In such cases, the daily allowance is payable, for the actual period of absence from permanent station without any limit of the period.

93. An employee who, during the period of his temporary transfer or temporary duty (tour) at an outstation, falls sick and is thus away from his work at the outstation on Sick leave or Privilege/Casual leave on grounds of sickness, is eligible for the grant of Daily Allowance for the period of such absence. This allowance is not payable for absence on leave on other grounds.

94. **Permanent Transfer**—An employee on permanent transfer shall travel by air, rail, sea or road as required and shall be eligible for the concessions and allowances as indicated in Rules 95 to 100.

95. (a) *By Air*—

(i) Free Air Passage for the employee and his family.

(ii) Cost of two rail fares of the entitled class of accommodation if the two stations are connected by rail;

or

when the old and the new stations are connected by sea and not by rail, cost of two sea fares of the entitled class of accommodation;

or

if the old and new stations are not connected by rail or sea (partially or in full), the cost of one air fare when the basic pay of the employee exceeds Rs. 200/- p.m. and the cost of half an air fare when the basic pay is Rs. 200/- or below.

(b) *By Rail/Sea**—

Three rail/sea fares of the entitled class of accommodation for self; one extra rail/sea fare for each adult member of his family for whom full fare is actually paid; and a half rail/sea fare for each child for whom such fare is actually paid.

NOTE (1).—All journeys by rail/sea shall be performed by the class to which the employee is entitled. In special circumstances he may be allowed to travel by a lower class at the discretion of the ¹[Area Manager].

NOTE (2).—In cases of journey by sea, where the steamer company has two rates of fare, one inclusive and one exclusive of diet, the term 'fare' as used above should be held to mean the fare exclusive of diet.

(c) *By Road*—

Two road mileages at the rate applicable to the employee (see Rule 106) for self, plus an additional mileage for two members of his family. If the number of family members exceeds two, the number of additional mileage admissible shall be two only.

NOTE.—Travelling expenses or free passages in respect of the family of an employee who is transferred permanently from one station to another shall be admissible if the family joins the employee at the new station within a period not exceeding six months from the date the employee is struck off duty at the old station. In exceptional circumstances an Area Manager (Head of the Department at Headquarters), may extend this period by three months.

96. Conveyance of personal (household) effects.—(i) when the two stations are connected by rail, an employee irrespective of whether he travels by air, rail, sea or road, will be reimbursed the actual expenses incurred on transporting his personal (household) effects from the old to the new station. The claim for such expenses shall, however, be limited to the cost of carriage by goods train of the personal effects, up to the following maxima:—

	For transportation by goods train	
	If having a family	If not having a family
	Mds.	Mds.
Basic pay exceeding Rs. 750/-	60	40
Basic pay exceeding Rs. 200/-	30	20
but not exceeding Rs. 750/-		
Basic pay exceeding Rs. 100/-	15	12
but not exceeding Rs. 200/-		
Basic pay up to Rs. 100/-	10	5

** (ii) When the two stations are connected by sea and not by rail, or when the two stations are connected by rail as well as sea and sea is the normal mode of conveyance, the employee, irrespective of whether he travels by air, or sea, will be reimbursed the actual expenses incurred on the transportation of his personal (household) effects from the old to the new station. The claim on account of transportation of personal (household) effects shall be limited to the cost of transportation, by steamer, of such effects up to the maxima prescribed above.

*** (iii) When the two stations are connected neither by rail nor by sea, partially or in full, the employee may transport his personal (household) effects by air.

¹[] Substituted for the word 'Chairman' with effect from 12th December, 1958.

*Provision for payment of incidentals for travel by Sea, in the Rulc, was introduced with effect from 12th October, 1955.

** This clause takes effect from 6th January, 1956.

*** This clause takes effect from 18th April, 1956.

In such cases the claim for transportation expenses shall be limited to the cost of transportation, by air, of such effects up to the following maxima:—

	For transportation by air	
	If having a family	If not having a family
	Lbs.	Lbs.
Basic pay exceeding Rs. 750/-	900	600
Basic pay exceeding Rs. 200/- but not exceeding Rs. 750/-	450	300
Basic pay exceeding Rs. 100/- but not exceeding Rs. 200/-	225	180
Basic pay up to Rs. 100/-	150	75

NOTE.—When an employee is permanently transferred from one station to another, he shall be eligible for the reimbursement of expenses on account of the transportation of his personal (household) effects from the old to the new station provided the same are transported within a period of six months from the date he is struck off duty at the old station. In exceptional circumstances Area Managers (Head of the Department at Headquarters) may extend this period by three months. This also applies to cause in which an employee has no family.

97. In addition to the above, an employee shall be reimbursed the cost of transporting by goods train/steamer one motor car or one motor cycle from the old to the new station.

NOTE (1).—In cases in which an employee transports his motor car/motor cycle by passenger train, the amount of the claim for transportation charges shall be restricted to the cost that would have been incurred had the motor car been transported in a closed wagon attached to goods or express train or the motor cycle been transported by goods train, as the case may be.

NOTE (2).—If the employee transports his motor car/motor cycle under its own power, his claim on this account should be accepted subject to the condition that the amount so claimed does not exceed the cost of transporting the vehicle by goods train.

*98. For transportation of personal (household) effects by road, for that portion of the journey which is not connected by air/rail/sea e.g. between the residence and the Airport/City Booking Office, or Railway Station or Steamer Port an employee may draw:—

- (i) the actual expenses incurred on the transportation of such effects up to the maundage limits laid down in Rule 96, or
 - (ii) the amount that would be admissible at the rate of annas four per maund per mile for the maundage actually carried but not exceeding the prescribed limits,
- whichever is lower.

99. **Joining Time.**—An employee on permanent transfer from one station to another will be eligible for joining time as indicated below:—

- (i) six days' preparation time, plus;
- (ii) where a journey from old to the new station is performed.

(a) *By Rail or Road:*—

One day for each 250 miles or fraction thereof.

** (b) *By Sea:*—

The number of days actually occupied in the journey by sea.

*This Rule takes effect from 17th February, 1956

**This Sub-clause takes effect from 6th January, 1956.

NOTE (1).—A Sunday does not count as a day for purposes of calculating the time allowed for preparation. But a holiday counts as a day for the purposes of the above Rule.

NOTE (2).—An employee on permanent transfer who after being relieved at his old station and before joining the new station, avails of Privilege leave, Sick leave and/or Casual leave shall be eligible for joining time only under sub-clause (ii) of this Rule.

100. **Settling-in-Allowance.**—An employee on permanent transfer from one station to another shall be eligible for a "Settling-in" allowance equivalent to the following:—

(i) 30 days Daily Allowance at the rate applicable to him as per Rule 103 read in conjunction with Rule 104 and Rule 105 on the date of his reporting for duty at the new station, with reference to his Basic Pay on that date, plus

(ii) a lump sum amount calculated as under

(a) For employees whose Basic Pay does not exceed Rs. 400/- p.m. 25 % of monthly Basic Pay.

(b) For employees whose Basic Pay exceed Rs. 400/- p.m. 10% of monthly Basic Pay.

101. An employee when submitting his claim for travelling allowance shall furnish (i) a certificate to the effect that the journey by rail/sea was performed by the class of rail/sea accommodation for which the claim is made, and (ii) Cash Memo or other vouchers in support of the amount claimed for the carriage of personal (household) effects.

*102. **Mutual Transfer**—(i) A request, made in writing, for mutual transfer on a permanent basis, may be granted subject to administrative convenience. This is subject to the conditions that:—

(a) the employees are in the same pay scale and are performing the same type of duties at their respective stations, and

(b) the employees agree to forego all privileges and concessions authorised, under I.A.C. Service Rules, for permanent transfer.

(ii) The employees, whose mutual transfer is accepted, will not be eligible for any concessions or privileges admissible on permanent transfer except that a free air passage may be granted, on 'subject basis', only to each of the two employees from the old to the new station. If an employee on mutual transfer, after having been relieved of his duties at the old station, is detained at that station on account of non-availability of a seat in the aircraft, or is otherwise unable to join duties at the new station, he shall make an application for the grant to him of such leave as is due to him so as to cover the period of his absence.

103. **Daily Allowance.—The rates of Daily Allowance in India for employees in different pay ranges are as under:—

Basic Pay		Rate of Allowance per diem	
		Rs.	As.
Upto Rs. 100 -		5	0
Exceeding But not exceeding			
Rs. 100	Rs. 200	5	8
Rs. 200	Rs. 400	7	0
Rs. 400	Rs. 600	8	0
Rs. 600	Rs. 800	8	8
Rs. 800	Rs. 1000	10	0
Rs. 1000	Rs. 1500	14	0
Rs. 1500	Rs. 2000	16	0
Rs. 2000	20	0

* This Rule takes effect from 20th March, 1956.

** This Rule as now revised takes effect from 1st January, 1956

*104. At Calcutta, Bombay and Delhi, the Daily Allowance shall be 100% more and at Srinagar, Madras, Bangalore, Nagpur and Hyderabad, it shall be 50% more than the rates given in Rule 103.

105. **Rates of Daily Allowance in Countries Outside India:**—The rates of Daily Allowance applicable to countries outside India are as given in Appendix VI.

106. **Mileage Allowance for Journeys by Road:**—For journeys by road, mileage allowance is admissible at the following rates for each mile travelled:—

	Rate per mile
An employee drawing a basic pay exceeding Rs. 750/-	Annas eight
An employee drawing a basic pay exceeding Rs. 200/- but not exceeding Rs. 750/-	Annas six
An employee drawing a basic pay exceeding Rs. 100/- but not exceeding Rs. 200/-	Annas four
An employee drawing a basic pay up to Rs. 100/-	Annas three
107 } to } 120 }	Blank.

CHAPTER VIII

LEAVE

121. **Casual Leave:**—An employee shall be eligible for Casual leave to the extent of 10 days in a calendar year either for private affairs or on grounds of sickness. This shall not be accumulated. Normally not more than three days Casual leave will be granted at a time in two consecutive months. Casual leave can be combined with Extraordinary leave i.e. leave without pay and allowances. Except as provided in Rule 154, Casual leave cannot be combined with any other kind of leave.

NOTE.—Employees appointed against leave vacancies or for a period of less than a year will be granted Casual leave on proportionate basis.

122. **Privilege Leave:**—An employee shall be eligible for 30 days Privilege Leave for every 11 months of service. This leave is cumulative up to 90 days.

123 The leave account of an employee will be written up in retrospect only once for each period of eleven months' service, by adding 30 days to the opening balance as on the first day of the period and deducting therefrom total leave availed of during the period.

NOTE.—Reckoning of leave of a *pro-rata* basis will be permissible during the currency of a period of eleven months service if the balance at the beginning of the period is less than the individual's leave requirement. Leave on a *pro-rata* basis shall be calculated at the rate of one day for every eleven days' service; fraction of a day shall be ignored.

124. The carry over of leave thus worked out shall be restricted to 90 days and the balance of leave, if any, shall lapse unless the employee had made an application for the grant of leave and the same was refused before the expiry of the eleven months period. In such cases the employee may be authorised to carry forward to the next leave period the full amount of leave assessed as above provided that the number of days of Privilege leave carried over in excess of 90 days shall not exceed the period of leave applied for by him and refused in writing owing to exigencies of the Corporation's work.

125. A temporary employee, although he earns Privilege leave from the date of his appointment, shall be eligible to avail of the leave only after he has completed one year's service. For this purpose all continuous Service rendered prior to 1st January, 1955, in I.A.C. shall be taken into account.

* This Rule as now revised takes effect from 1st January, 1956.

126. For the purpose of determining privilege leave entitlement periods of absence on the following types of leave shall count as service:—

- (i) Casual leave.
- (ii) Compensatory leave i.e. a day off in lieu of attending work on a normal 'off' day.
- (iii) Sick leave.
- (iv) Quarantine leave.
- (v) Special leave granted by the General Manager to count towards service.
- (vi) Accident and Disability leave on full pay under Rule 135.
- (vii) Special leave for injuries caused during sporting activities.

NOTE.—No period of absence on any other types of leave shall count as service for purposes of determining the leave entitlement.

127. The leave salary admissible to an employee for the duration of privilege leave shall, in addition to his Basic Pay and Personnel Pay, include the following allowances, if attached to the substantive post held by him immediately before his proceeding on leave:—

- Dearness Allowance
- Place Allowance
- House Rent Allowance
- Duty Allowance
- Winter (Fuel) Allowance
- Machine Allowance
- Non-Practising Allowance

NOTE (1).—Winter (Fuel) Allowance shall be included in the leave salary only for the period of leave falling within the winter months i.e. from November to March.

NOTE (2).—Substantive post means the post held by the employee in a substantive capacity and not the one in which he happens to officiate.

128. **Sick Leave:**—An employee shall be eligible for sick leave of 20 days on half pay which may be commuted to 10 days on full pay, for each calendar year. This leave may be accumulated up to 90 days on half pay or up to 45 days on full pay.

129. In the case of permanent employees or temporary employees who have completed one year's service, it is permissible to grant the full period of sick leave i.e. 20 days on half pay or 10 days on full pay, at any time during the year. Temporary employees with less than a year's service shall be eligible for grant of Sick leave on pro-rata basis.

*130. For the purposes of Rule 128 pay shall comprise of Basic Pay, Dearness Allowance, Place Allowance, Licence Allowance and Instructor's Allowance where admissible. The grant of full or half pay shall be subject to adjustment of benefits under the National Health Insurance Scheme, where applicable.

131. Sick leave for a period exceeding two days shall be supported by a medical certificate from either the Medical Officer of the Corporation or a Medical Practitioner (of Allopathic system of Medicine) duly approved by the Corporation.

132. **Special Sick Leave:**—An employee suffering from Tuberculosis or Leprosy shall be eligible for the grant of Special Sick Leave on half Basic Pay for a period of 30 days for every completed year of service subject to a maximum of 180 days in the entire service. For this purpose all continuous service rendered prior to 1st January 1955, in I.A.C/integrating airlines shall also be taken into account.

133. Special Sick leave be granted only after the employee has exhausted all leave on full pay admissible to him under these Rules.

* The words 'Licence Allowance', in this Rule are inserted with effect from 1st July, 1958.

134. Special Sick leave on half Basic Pay may be granted on *pro-rata* basis for a fraction of a year's service e.g. an employee with one and a half year's service is eligible for 45 days Special Sick leave.

*134A. The payment of half Basic Pay during the period of Special Sick leave shall be subject to adjustment of benefits admissible under the Employee's State Insurance Scheme, where applicable.

135. **Accident and Disability Leave.**—An employee sustaining an injury caused by an accident arising out of and in the course of his employment, or suffering illness (i) during and in consequence of the due performance of the normal duties assigned to him or (ii) in the performance of any particular duty which has the effect of increasing his liability to illness beyond the ordinary risk attending to normal duties assigned to him, may on production of a medical certificate in the prescribed form, be granted Accident and Disability leave up to a maximum of 90 days. During such leave the employee will be granted his Basic Pay, Dearness Allowance and Place Allowance, where admissible.

136. The grant of this leave is subject to the condition that the accident or illness is not due to the employee's negligence or default and that the employee obeys all instructions given by the approved medical authority as to treatment during the period of absence.

137. In the case of an employee who is governed by the Workmen's Compensation Act and/or the National Health Insurance Scheme, the pay and allowances paid to him during such leave shall be subject to adjustment of any compensation or benefit admissible under the aforesaid Act and/or Scheme.

138. **Study Leave.**—An employee may be granted study leave by the General Manager at his discretion on the merits of each case, on such terms and conditions as he may deem necessary.

139. **Quarantine Leave.**—An employee may, on a quarantine certificate issued by a medical authority approved by the General Manager be granted leave of absence from duty for a period not exceeding 30 days.

140. Quarantine leave is to be granted in cases of cholera, small-pox, plague, diphtheria, typhus fever and cerebrospinal meningitis.

141. Quarantine leave is not admissible in cases in which an employee himself is suffering from an infectious disease. In such cases the employee should be given the normal Casual, Sick or Privilege leave at his credit.

142. Blank.

143. **Extraordinary Leave.**—In exceptional circumstances to be recorded by the sanctioning authority and when no leave of any other kind is admissible under these Rules, to a permanent employee or a temporary employee who has completed one year's continuous service, he may be granted Extraordinary leave i.e. leave without pay and allowances. The period of such leave shall not exceed 90 days at a time.

144. A temporary employee with less than one year's service is eligible for the grant of Extraordinary Leave under the above circumstances up to a maximum of 15 days.

145. **Extraordinary Leave for T.B. or Leprosy Patients.**—T.B. or Leprosy patients may, in addition, be granted Extraordinary leave i.e. leave without pay and allowances at the rate of 30 days leave for every year of service. The period of this Extraordinary leave shall, however, not exceed 270 days in the entire period of service.

146. For the purpose of Extraordinary leave under Rule 145 all continuous service rendered prior to 1st January 1955 in I.A.C./integrating airlines shall also be taken into account.

†147. **Special Leave for injuries during Sporting Activities.**—An employee who takes part in any sport in a recognised tournament as a duly authorised representative of the I.A.C. and sustains an injury while actually participating in an event of the tournament shall be eligible for the grant of Special Leave. This leave will be granted only on the recommendation of the Medical Officer.

* This Rule was introduced with effect from 14th January, 1958.

† This Rule takes effect from 1st June, 1956.

*147A. **Special Casual Leave.**—A permanent employee or a temporary employee who has completed one year's service, who is a sportsman of All-India repute and who takes part in sporting events, tournaments and matches of national or international importance held either in India or abroad shall be eligible for the grant of Special Casual Leave subject to the conditions mentioned in clauses (i) and (ii) below:—

(i) The total period of Special Casual leave shall not exceed 30 days in any one calendar year. Any period of absence in excess of 30 days should be treated as regular leave of the kind admissible under the Service Rules. This leave can be combined with regular leave but not with ordinary Casual leave.

(ii) The Special Casual leave may be allowed only:—

(A) for participation in sporting events of national or international importance; and

(B) when the employee concerned is selected or called for trial, for such participation—(a) in respect of international sporting events, by any one of the following organisations as a member of a team which is accepted as representative on behalf of India:—

- (1) The All-India Foot-ball Federation,
- (2) The Indian Hockey Federation,
- (3) The Board of Control for Cricket in India,
- (4) The Indian Olympic Association,
- (5) The All-India Lawn Tennis Association,
- (6) The Table-Tennis Federation of India,
- (7) The All-India Badminton Association,
- (8) The All-India Women's Hockey Association, and
- (9) The National Rifle Association, India or

(b) in respect of events of national importance when the sporting events in which participation takes place, is held on an inter-state, inter-zonal or inter-circle basis, and the employee concerned takes part in the event in a team as a duly nominated representative on behalf of the State, Zonal or Circle as the case may be or

(c) in respect of an event in a recognised sport in a tournament organised under the authority of the I.A.C. or

(d) in respect of any other event or tournament in which the I.A.C. decides to enter its official team.

NOTE.—This concession is not to be allowed for participation either in a national or international sporting event in which such participation of the employee concerned takes place in the personal capacity and not in a representative capacity.

148. **General conditions regarding all kinds of leave.**—No kind of leave can be claimed as of right. The authority empowered to grant leave has the discretion to refuse or revoke leave according to the exigencies of the Corporation's work.

149. All leave shall be applied for in writing addressed to appropriate authority within the time prescribed by the relevant rule.

150. Sundays or holidays may not be prefixed or suffixed to any type of leave except with the prior permission of the appropriate authority. When so allowed they shall not be counted as part of the leave.

151. A Sunday or holiday falling between the first and the last days of any leave period shall count as part of the leave.

152. If the leave is refused, postponed, or revoked, the reason therefor shall be communicated to the employee concerned.

* This Rule takes effect from 5th November 1956 and governs cases pending on the date.

153. All leave at the credit of an employee shall lapse on the date of retirement, or termination of service. Provided, however, that in case of Privilege leave admissible and applied for in writing, well ahead of the date of retirement, and refused in writing by the competent authority in the interest of the Corporation, an employee may be granted, from the date of retirement, the amount of Privilege leave so refused.

154. When an employee, who has exhausted the full period of Sick leave due to him, requires more leave on grounds of sickness, he can be granted Privilege/Casual leave in continuation of Sick leave. Thus whilst Privilege/Casual leave can be availed of either on grounds of sickness or for private affairs. Sick leave can be availed of only on grounds of sickness.

*NOTE.—Sick leave which can be availed only on grounds of sickness, can also be granted in continuation of Privilege/Casual leave irrespective of whether the latter leave is taken on grounds of sickness or otherwise.

155. The grant of half a day's leave is not allowed to an employee. Any such leave availed of will count as a full day.

156 to 158. Blank.

CHAPTER IX

159. **Compensation.—The Corporation shall pay compensation in the under-mentioned circumstances and at the rates indicated below. Such compensation is payable only when the death or an injury is caused by an accident during or as a result of, air journey performed on duty.

(i) *Death resulting from air-journey on duty.*

Monthly Basic Pay

	Rs.		Rs.	Rs.
Up to	70	.	.	3,500
Exceeding	70 and not Exceeding	.	.	6,000
"	150	"	"	8,000
"	250	"	"	10,000
"	400	"	"	12,000
"	600	"	"	14,000
"	800	"	"	16,000
"	1,000	"	"	16,000
"	1,500	"	"	20,000

(ii) *Permanent Total Disablement.*—The compensation in such cases shall be 120% of the corresponding death compensation as per clause (i) above.

Permanent total disablement means total and irrecoverable loss of sight of both eyes or of two limbs by physical separation at or above the wrist or ankle as the case may be or of such loss of sight of one eye and such loss of one limb.

(iii) *Permanent Partial Disablement.*—The compensation payable in cases of permanent Partial disablement shall be such percentage of the corresponding death compensation as represents the extent of loss of earn-

*This takes effect from 24th March 1958.

**The revised Clause (ii), and Clauses (iii) and (iv) of the Rule takes effect from 22nd July 1957 and govern cases pending on the date.

ing capacity of the employee. The percentage of loss of earning capacity is indicated below:—

Injury	Percentage of loss of, earning capacity
Loss of right arm above or at the elbow	70
Loss of left arm above or at the elbow	60
Loss of right arm below the elbow	60
Loss of leg at or above the knee	60
Loss of left arm below the elbow	50
Loss of leg below the knee	50
Permanent total loss of hearing	50
Loss of sight of one eye	30
Loss of thumb	25
Loss of all toes of one foot	20
Loss of one phalanx of thumb	10
Loss of index finger	10
Loss of great toe	10
Loss of any finger other than index finger	5

Where permanent partial disablement does not result in lowering the employee's normal earning capacity the Corporation's liability in such cases shall be restricted to providing such medical facilities as are admissible under the Service Rules.

- (iv) *Temporary Disablement*.—The employee shall be eligible for the grant of Accident and Disability leave on full Basic Pay, plus Dearness Allowance and Place Allowance, where admissible, up to a period of 90 days in accordance with the provisions of Rules 135 to 137. Thereafter, the employee may be granted, by the General Manager, Accident and Disability leave on half of the total of Basic Pay plus Dearness Allowance plus Place Allowance, where admissible, for such further period (not exceeding 274 days) as may be decided by the General Manager. The Corporation shall meet the cost of reasonable medical treatment as laid down in Rule 161.

NOTE.—As soon as the employee is declared to have incurred permanent disablement, total or partial, he will become eligible for payment of compensation as per clauses (ii) or (iii) above as the case may be less all other payments that have been made to him under clause (iv) above. The payments made under clause (iv) above are therefore to be treated as provisional.

*160. Engineering staff who are not basically graded as Flight Engineers shall, when detailed on flight duty as a necessary complement of the crew, be eligible for compensation at the under-mentioned rates when the death or an injury is caused by an accident during or as a result of air journey performed as a member of the crew in the Corporation's service

- (i) *Death resulting from air journey on duty.*

Employee's Basic Pay	Amount of Compensation
	Rs.
Up to Rs. 650/-	25,000
Exceeding Rs. 650/- but not exceeding Rs. 750	30,000
„ Rs. 750/- „ „ Rs. 1,050	35,000
„ Rs. 1,050/- „ „ Rs. 1,250/-	40,000
„ Rs. 1,250/-	45,000

*Clause (i) of this Rule takes effect from 10th April, 1956. Clauses (ii), (iii) and (iv) take effect from 22nd July, 1957 and govern cases pending on the date.

- (ii) *Permanent Total Disablement*.—The compensation in such cases shall be 120 per cent. of the corresponding death compensation as per clause (i) above.

Permanent total disablement means total and irrecoverable loss of sight of both eyes or of two limbs by physical separation at or above the wrist or ankle as the case may be or of such loss of sight of one eye and such loss of one limb.

- (iii) *Permanent Partial Disablement*.—The compensation payable in cases of permanent partial disablement shall be such percentage of the corresponding death compensation as represents the extent of loss of earning capacity as indicated below:—

Injury	Percentage of loss of earning capacity
Loss of right arm above or at the elbow	70
Loss of left arm above or at the elbow	60
Loss of right arm below the elbow	60
Loss of leg at or above the knee	60
Loss of left arm below the elbow	50
Loss of leg below the knee	50
Permanent total loss of hearing	50
Loss of sight of one eye	30
Loss of Thumb	25
Loss of all toes of one foot	20
Loss of one phalanx of thumb	10
Loss of index finger	10
Loss of great toe	10
Loss of any finger other than index finger	5

Where permanent partial disablement does not result in lowering the employee's normal earning capacity the Corporation's liability in such cases shall be restricted to providing such medical facilities as are admissible under the Service Rules.

- (iv) *Temporary Disablement*.—The employee shall be eligible for the grant of Accident and Disability leave on full Basic Pay plus Dearness Allowance and place Allowance, where admissible, up to a period of 90 days in accordance with the provisions of Rules 135 to 137. Thereafter, the employee may be granted, by the General Manager, Accident and Disability leave on half of the total of Basic Pay plus Dearness Allowance plus Place Allowance, where admissible, for such further period (not exceeding 274 days) as may be decided by the General Manager. The Corporation shall meet the cost of reasonable medical treatment as laid down in Rule 161.

Note.—As soon as an employee is declared to have incurred permanent disablement, total or partial, he will become eligible for payment of compensation as per clauses (ii) or (iii) above as the case may be less all other payments that have been made to him under clause (iv) above. The payments made under clause (iv) above are therefore to be treated as provisional.

161. The Corporation, shall, at its own expense, provide all reasonable medical aid or bear expenses, thereof, as certified by the Medical Officer, for an injury suffered by an employee in the due performance of his duties and not arising out of his negligence or default.

162. Engineering personnel not forming part of the flying crew shall be eligible for such additional insurance as may be decided upon by the Corporation when on test flights and in cases where an aircraft has not been given the certificate of safety.

CHAPTER X

163. Medical Facilities.—Medical facilities will be provided for the employees of the Corporation as laid down in Rules 164 to 170. No member of the employee's family is eligible for any of these facilities.

164. Medical Attendance and Treatment.—*(a) Employees are entitled to free medical consultation at the Corporation's dispensary during such consulting hours as may be notified from time to time.

*(b) An employee desirous of consulting a Medical Officer at his (employee's) residence, shall have to pay the transport expenses for journeys to and from the employee's residence.

(c) All medicines prescribed by the Corporation's Medical Officer shall be dispensed at the Corporation dispensary. A dispensary where maintained should be kept open for the duration of the shifts and a qualified compounder should be on duty throughout.

(d) In exceptional cases, when it is not possible to dispense the prescriptions at the Corporation's dispensary due to non-availability of medicines or the Corporation dispensary being closed, an employee may, with the prior approval of the Medical Officer, get the prescription dispensed at a local Chemist's shop approved for the purpose. The cost of such medicines will be reimbursed to the employee who will present the cash-memo, duly countersigned by the Medical Officer, to the Chief Accounts Officer concerned.

*NOTE.—The Corporation shall not provide such patent medicines as tonics, cough drops, recuperatives, vitalisers, etc. etc. The cost of all such medicines when prescribed by the Medical Officer shall be borne by the employee.

165. As far as possible, arrangements will also be made with local hospitals/institutions recognised by a State Government for:—

- (i) Indoor treatment, including surgical operations;
- (ii) Pathological or X-ray examinations;
- (iii) Consultation with specialists.

****166. Indoor Treatment or Operations.**—A Medical Officer may, when he considers it necessary, refer an employee to a local hospital or a recognised institution for indoor treatment or surgical operation. The cost (excluding diet charges, if any, included in the bill) shall be borne by the Corporation, except that in the case of employees whose basic pay is Rs. 100/- or below, the diet charges, when paid to the hospital/institution, will also be borne by the Corporation. The type of accommodation to be provided in the hospital/institution will depend on the status of the employee and shall require the prior approval of the Corporation's Medical Officer.

167. Pathological or X-Ray Examination.—A Medical Officer may ask a local hospital or a recognised institution or a private practitioner to carry out such pathological and/or X-ray examination as may be considered necessary by him. Charges for such examination will be borne by the Corporation.

***168. Consultation with Specialists.**—A Medical Officer may, when he considers it necessary, send an employee to a local hospital or a recognised institution or a private practitioner for specialist advice, e.g. in regard to diseases of the eye, nose, ear, throat or for dental treatment. Such consultation shall also include testing of eye-sight for glasses subject to the condition that spectacles, artificial dentures, hearing aids etc., when recommended by the specialist, shall be procured by the employee at his own expense. The Corporation will bear the consultation fee or examination charges or the cost of dental treatment. The dental treatment as authorised in this Rule covers only the extraction of teeth and gum treatment.

169. Tuberculosis.—In the case of an employee suffering (or suspected to be suffering) from Tuberculosis, a Medical Officer will send him with full particulars of the patient's case to a local Public Tuberculosis Hospital/Centre or a specialist

*These take effect from 27th August 1955.

**This Rule takes effect from 27th August 1955.

for expert opinion. If the Tuberculosis Specialist thus consulted recommends ambulatory treatment, such treatment will be given by the Medical Officer of the Corporation on the periodical advice given by the Specialist. The Corporation shall, on the advice of its Medical Officer, and to the extent of the period of leave due and/or authorised, endeavour to provide free hospitalisation in government hospitals or approved sanatoria to an employee suffering from Tuberculosis.

NOTE.—The term 'hospitalisation' is taken to mean all facilities provided in the particular hospital or sanatorium.

170. Leprosy.—An employee suffering from leprosy will be provided with medical facilities similar to those laid down in Rule 169.

***171. Conveyance of Employees Falling Sick at work.**—When an employee falls sick at work, he shall be provided, free of any charge, the necessary conveyance to hospital. When the attending Medical Officer considers it necessary he may be conveyed to his residence also. If such an employee cannot be carried in the Corporation transport, the cost of carrying him in an ambulance or in a hired conveyance shall be borne by the Corporation.

CHAPTER XI

FREE AND CONCESSIONAL AIR PASSAGES

172. The grant of free/concessional air passages to the employees shall be regulated as laid down in Rules 173 to 180.

173. (a) A permanent employee, or a temporary employee who has completed one year's service, may be granted, during each calendar year, two free return air passages (one for the employee and one for the employee's wife/husband as the case may be). In addition, such an employee may be granted, during each calendar year, not more than three concessional return air passages on payment of 25 per cent. of the scheduled fare.

(b) The return passage mentioned above comprises of two single tickets for a journey between the same two points performed by the same person and the splitting up of such a passage into two separate single passages is not permissible. Applications for the grant of free/concessional passages will normally be made for a passage to and from the same points and shall be authorised as such. Once such a passage is sanctioned a debit to the passage account of the individual shall be raised accordingly.

(c) In cases in which an employee applies for only a single passage from point 'A' to point 'B', it would be granted to him provided that the free/concessional air passage for the return journey (from point 'B' to point 'A' in respect of the same person) may be granted to him subject to the condition that no relaxation of the period of validity for the return journey ticket, laid down in rule 177 shall be permissible in such a case. Irrespective of whether or not the employee utilises the return passage his passage account shall be debited with one return passage.

(d) The air passages will normally be available by the shortest or the cheapest route. In cases, however, where two places are connected by a non-stop service as well as a stopping service, air passages may be provided by either. No break of journey on free/concessional air passages is permissible.

(e) An infant in arms, though not provided with a seat, will count against concessional passages if the employee wishes to avail of the infant's passage at $2\frac{1}{2}$ per cent. of the scheduled fare or transfers his free passage to the infant. If, however, he chooses to pay the normal infant's fare (i.e. 10 per cent. of the scheduled fare), the passage will not count against his entitlement of concessional/free passage.

(f) On certain sectors the Corporation issues return tickets at a cost less than the cost of the two single fares. The 75 per cent. rebate authorised on concessional staff passages shall be based on the sum of the two single journey fares and not on the reduced return fare between the two stations.

174. The passages shall be allowed subject to accommodation being available and after all paying traffic is accommodated.

***This Rule takes effect from 30th November 1955.**

NOTE.—The term 'subject to accommodation being available' mentioned in the above Rules shall be interpreted to mean that an employee shall be accommodated only when a through passage is available on a service after making due provision for fare paying priority passengers. In other words, the load factor shall be taken into account at the point of embarkation, and care taken to ascertain that the required space would be available throughout before embarkation is permitted. When, however, an employee is willing to take a chance at intermediate stations and requests, in writing, for being given a passage which may involve his being off loaded at one or more stations *en route*, a passage may be granted to him on that basis, at his own risk.

175. All the above-mentioned passages (except the free passage for the employee's wife/husband) will be transferable to the employee's wife/husband, dependent children and/or dependent parents. The free passage authorised for the wife/husband of the employee is not transferable.

NOTE.—The rules regarding the grant of a free passage to the husband of a female employee takes effect from 22nd May, 1956.

176. Free/concessional air passages may be provided to all I.A.C. stations on regular scheduled services, including those outside India.

177. The above passages shall be non-cumulative. A ticket for free/concessional air passage shall be valid for commencement of the journey as follows:—

(i) Outward Journey—within three months from the date of the issue of the ticket, or the end of the calendar year to which the concession relates, whichever is earlier.

(ii) Return Journey—Within three months from the date of the issue of the ticket for outward journey, or by the 31st January of the year following that to which the concession relates, whichever is earlier.

The above applies to domestic as well as international sectors. No extension or revalidation of the tickets is permissible.

NOTE (1).—An application for the grant of free/concessional passages shall be made, in the prescribed form, at the station of origin and the same shall be exchanged with a ticket (tickets) for the outward/return journeys within 2 months from the date of issue of the authorisation form.

NOTE (2).—If a Rebate Authorisation Form is neither exchanged with a ticket nor surrendered for cancellation within the prescribed period of two months, the passage sanctioned on that form shall be deemed to have lapsed.

NOTE (3).—If after a ticket has been obtained in exchange of a Rebate Authorisation Form, the employee surrenders it before the expiry period of its availability, the authority that issued the R.A. form may, if satisfied with the circumstances under which the cancellation is sought, allow the R.A. form to be cancelled and the passage account amended. The employee will then be eligible to apply for another passage in lieu. This concession will not apply to a ticket in respect of which the outward journey has been performed.

178. The above air passages shall not be claimed by any employee of the Corporation as of right, but shall be sanctioned at the discretion and convenience of the Corporation.

NOTE.—No excuse shall be made by an employee granted free/concessional passages for not returning to duty in time on account of non-availability of a seat in the aircraft and responsibility for rejoining duty on the appropriate date shall be solely that of the employee.

179. Any unauthorised use of the free or concessional passage granted to an employee is liable to be construed as a misconduct and may also entail permanent forfeiture of the privilege for free and concessional passages.

180. An employee or the member of his family or dependent parent travelling in the aircraft of the Corporation on free/concessional air passages shall do so entirely at his risk and shall be governed by the terms and conditions subject to

which ticket is normally issued by the Corporation to a paying passenger and such terms and conditions shall be binding on the employee as well as on the member of his family or the parent, his heirs and legal representatives and all other persons claiming or purporting to claim under him or them.

CHAPTER XII

181. **Uniforms.**—The Corporation shall provide uniforms, free of charges, to such of the employees whom the Corporation may declare to be required to wear the same. The scale of the uniforms shall be such as may be determined by the Corporation from time to time.

NOTE.—This rule also applies to all temporary employees, other than those who are recruited only for a short period *e.g.* in a leave vacancy.

CHAPTER XIII

182. **Discipline and Appeals.**—The Corporation may, from time to time, issue Standing Orders governing the conduct of their employees. A breach of these orders will amount to misconduct.

183. Every employee shall have the right to appeal, within such time and in accordance with such terms as may be prescribed by the Corporation, against an order or punishment or penalty passed against him, to a competent authority except where the order has been passed by the Corporation themselves.

CHAPTER XIV

184. **Holidays.**—The number of festival holidays allowed in a year to Corporation's employees shall not exceed 15, including the three national holidays namely, Republic Day, Independence Day and Mahatma Gandhi's Birthday. A list of holidays to be allowed in each base will be published before the beginning of each calendar year.

185. **Substitute 'Day Off'.**—Employees in grades 13 and above who are required to work on a holiday may be given a substitute 'day off' * [within 30 days of the holiday] (see also Rule 58).

**186. An employee in grades 1 to 12 who is required to work on a Sunday or on his weekly 'off' day the 11 be given a substitute 'day off'. The substitute 'day off' shall, in the case of employees governed by the Factories Act, be allowed in accordance with the provisions of the Factories Act. For other employees the substitute 'day off' shall be allowed within seven days of the Sunday or the weekly 'off' day on which the employee works. No accumulation of such a 'day off' is permissible.

NOTE.—A substitute day off can be combined with the Casual Leave or a holiday or a Sunday. Its combination with any other kind of leave is not permissible.

CHAPTER XV

187. **Working Hours.**—All employees will, according to the nature of duties assigned to and performed by them, be classified, from time to time, into the following two categories:—

- (a) those observing 38 hours work per week including a daily break of half an hour on all working days except Saturdays.
- (b) those observing 44 hours work per week including a daily break of half an hour on all working days (except Saturdays for non-shift employees).

188. The actual hours of daily work shall be such as are notified from time to time by the Area Manager at Bases.

CHAPTER XVI

189. **Retirement Benefits.**—Every employee who has completed one year's continuous service shall, subject to the Rules to be made hereafter in this behalf,

* Substituted for the words "normally by the close of the following week" with effect from 19th February, 1958.

** This revised Rule takes effect from 13th March, 1958.

contributes to the Contributory Provident Fund each month a minimum of 8-1/3 per cent. and a maximum of 18 per cent. of his Basic Pay Plus Licence Allowance. The Corporation's contribution to the Fund shall, however, be limited to 8-1/3 per cent. of his Basic Pay plus licence Allowance.

190. The Corporation's contribution to the fund is payable to the employee after five years of membership of the Fund. Subject to this and the other Rules to be made hereafter in this behalf, all the accumulated balance to the credit of an employee on the day he ceases to be an employee of the Corporation, is payable to him or his nominee or nominees or, executors.

APPENDIX I

Scales & Designation of Engineering Department
(See Rules 3 and 19)

ENGINEERING DEPARTMENT (Productive staff)

Grade	Pay scale	Designation
1	50-2-80	Cleaner
2	60-3-90	Improver (all trades)
3	70-4-122	Mechanic III (all trades)
4	100-6-172	Mechanic II (all trades)
5	140-8-220	Mechanic I (all trades)
6	190-10-300	Master Mechanic (all trades) Leading Hand
7	220-12-340	Senior Leading Hand Examiner Aircraft Maintenance Engineer V
8	260-15-445	Charge Hand
9	340-15-550	Senior Examiner Foreman
10	250-15-370	Aircraft Maintenance Engineer IV Junior Inspector
11	320-15-440	Aircraft Maintenance Engineer IV Junior Inspector
12	400-15-550	Aircraft Maintenance Engineer IV Junior Inspector
13	550-25-750	Aircraft Maintenance Engineer III Inspector Plant Engineer
14	750-50-1050	Aircraft Maintenance Engineer II Senior Inspector Plant Engineer
15	1050-50-1250	Aircraft Maintenance Engineer I Shift Engineer Assistant Superintendent Assistant Chief Inspector
16	1250-60-1550	Works Manager Superintendent Maintenance Superintendent Overhaul Chief Inspector
17	1550-75-1850	Deputy Chief Engineer
18	1850-75-2000	Senior Deputy Chief Engineer
19	2000-125-2250	Chief Engineer

APPENDIX II

(See Rule 10)

FORM OF MEDICAL CERTIFICATE

I....., do hereby certify that I have examined
Shri..... a candidate for employment in the
department of the Indian Airlines Corporation and cannot discover that he/she
has any disease, constitutional affection, or bodily infirmity, except.....
..... I do not consider this a disqualification for
employment in the Indian Airlines Corporation. Shri.....'s age
according to his/her own statement is..... years and,
by appearance, about..... years.

(Name with designation of the Medical Officer).

APPENDIX III

(Rule 17)

INDIAN AIRLINES CORPORATION

Personal Service Record.....Clock No.

Name in full (block letters)

Father's name in full (block letters)

Home or Permanent address

Present address

Name and address of next of kin and nominee of Provident Fund. Relationship

Date of birth Married, Widower or Single Nationality, Scheduled caste or Tribe (if any).

Mother-tongue Language spoken

EDUCATIONAL OR TECHNICAL QUALIFICATIONS

Name of	Examination, Diploma or degree	Class or distinction	year
School			
University			
Technical institution			

PREVIOUS EXPERIENCE

Name of employer	Period of Service	Post held	Salary on leaving	Reason for leaving

Specimen signature or
Thumb Mark

Mark of identification

PHOTO

SERVICE IN THE INDIAN AIRLINES CORPORATION

Date of joining	Deptt.	Grade	Designation	Monthly basis Monthly rated Daily rated
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Temporary			Permanent		Probation	to date of confirmation				
No.	Date	Pay in scale	Personal Pay	D.A.	P.A.	Tran - port allow- ance	House Rent All.	Officia- ting All.	License All.	Other All.

Raised to Grade	Increment	Reduced to grade	Reduction in Salary	Reasons
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TRANSFER

Deptt. Order No.	Date	Permanent or Temporary	From			To		
			Place	Deptt.	Designa- tion	Place	Deptt.	Designa- tion

GENERAL & CONFIDENTIAL NOTES

Date of leaving

Superannuation

Registration

Any other reason

Conduct

Ability

Attendance

Enthusiasm

Other remarks, if any.

(NOTE.—Adverse entries will be communicated in writing to the employee concerned.)

APPENDIX IV

(Rule 21)

PROFORMA FOR EFFICIENCY BAR CERTIFICATE

"Certified that Shri/Smt..... Designation.....
in view of his/her ability and integrity, is fit to
 cross the Efficiency Bar."

Designation.

APPENDIX V

(See Rule 50)

Stations	Foreign Allowance per month for employees whose Basic Pay is					
	not exceeding Rs. 150/-	Exceeding Rs. 150/- but not Rs. 300/-	Exceeding Rs. 300/- but not Rs. 500/-	Exceeding Rs. 500/- but not Rs. 750/-	*Exceeding Rs. 750/- but not Rs. 1,250/-	Exceeding Rs. 1,250/-
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
<i>Pakistan</i>						
Karachi, Lahore, Dacca and Chittagong	100	150	200	250	300	350
<i>Burma</i>						
Rangoon	125	175	225	275	325	375
<i>Afghanistan</i>						
Kabul and Kandhar	125	175	225	275	325	375
<i>Nepal</i>						
Kathmandu and Pokra	80	110	140	170	200	230
Elsewhere	40	60	80	100	120	14
<i>Ceylon</i>						
Colombo	100	125	150	175	200	225

NOTE.—The above rates in respect of stations in Nepal are effective from 1st November, 1955.

*The old Rule did not provide for the group of employees drawing basic pay exceeding Rs. 1000/- but not exceeding Rs. 1,250/- per month. This slab was revised with effect from 23rd April, 1955 so as to cater for the employees of the aforesaid category also.

APPENDIX VI

(Rule 105)

RATES OF DAILY ALLOWANCE IN COUNTRIES OUTSIDE INDIA

Name of Country	Basic Pay of Rs. 750/- & above	Basic Pay of Rs. 250/- and above below Rs. 750/-	Basic Pay below Rs. 250/-
1	2	3	4
* (1) European Countries	† £4-10 Sh. \$ 60 (HK)	£3-15 Sh. \$ 45 (HK)	£3-15 Sh. \$ 30 (HK)
(2) Hongkong			

*These rates take effect from 1st January, 1957.

†The rate of Daily Allowance in the case of Chief Engineer is £6 per diem.

1	2	3	4
(3) Ceylon . . .	Rs. 35/-	Rs. 30/-	Rs. 25/-
(4) Pakistan . . .	Pak. Rs. 30/-	Pak. Rs. 25/-	Pak. Rs. 15/-
(5) Nepal . . .	Rs. 30/-	Rs. 20/-	Rs. 10/-
(6) Burma . . .	Rs. 55/-	Rs. 40/-	Rs. 25/-
(7) Afghanistan . . .	Rs. 25/-	Rs. 20/-	Rs. 15/-
(8) Indonesia . . .	Rupiah 75/-	Rupiah 60/-	Rupiah 40/-
(9) Siam . . .	Ticoals 240/-	Ticoals 200/-	Ticoals 160/-
(10) <i>Malaya</i>			
(a) Singapore . . .	Straits \$ 33	Straits \$ 24.75	Straits \$ 16.5
(b) Penang, Kuala Lumpur . . .	„ \$ 20	„ \$ 20	„ \$ 10
(c) Elsewhere . . .	„ \$ 15	„ \$ 11.25	„ \$ 7.5
(11) China . . .	PB \$ 25	PB \$ 18.75	PB \$ 12.50
(12) Japan			
(a) Tokyo . . .	Yens 4300	Yens 3225	Yens 2150
(b) Elsewhere . . .	„ 4100	„ 3075	„ 2050
(13) <i>Indo China</i>			
(a) Saigon . . .	Piastres 740	Piastres 555	Piastres 370
(b) Hanoi & Haiphong . . .	„ 400	„ 300	„ 200
(c) Vientiane . . .	„ 645	„ 484	„ 323
(d) Phnom Penh . . .	„ 370	„ 278	„ 186
(e) Elsewhere in Indo-China (Cambodia, Laos, North Vietnam, South Vietnam . . .	„ 365	„ 274	„ 183
(14) <i>Iraq</i>			
(a) Baghdad & Basra . . .	I.D. 3.000	I.D. 2.250	I.D. 1.500
(b) Elsewhere . . .	I.D. 2.500	I.D. 1.875	I.D. 1.250
(15) <i>Egypt</i>			
(a) Cairo, Port Said & Alexandria. } . . .	£ E 2.50	£ E 1.875	£ E 1.25
(b) Elsewhere . . .	„ 2.00	„ 1.50	„ 1.00
(16) <i>East & Central Africa</i>			
(a) Northern Rhodesia . . .	Sh. 40	Sh. 30	Sh. 20
(b) Kenya, Tanganyika, Uganda, Zanzibar, Southern Rhodesia and Nyasaland. }	Sh. 30	Sh. 22.50	Sh. 15

1	2	3	4
(17) <i>Belgian Congo</i>			
(a) Leopold Ville, Stanley Ville and Cotterman Ville	Franks 490	Franks 367.5	Franks 245
(b) Elizabeth Ville	" 460	" 345	" 230
(c) Elsewhere	" 350	" 262.5	" 175
(18) <i>Abbyssinia</i>			
(a) Ethiopia	E \$ 17.50	E \$ 13.125	E \$ 8.75
(b) Eritrea	E " 11.00	E " 8.25	E " 5.50
(19) <i>Madagascar</i>	Frs. African 1600	Frs. African 1200	Frs. African 800
†(20) <i>Mauritius</i>	36 Sh.	27 Sh.	18 Sh.
††(21) <i>Australia</i>			
(a) Canberra, Mel- bourne, Adelaide, Sydney, Perth, Hobart & Brisbane	Sh. (A) 80.	Sh. (A) 60.	Sh. (A) 40.
(b) Elsewhere			
	Sh. (A) 60	Sh. (A) 45.	Sh. (A) 30.
*(22) <i>Formosa</i>	\$ 100 N.T.	\$ 75 N.T.	\$ 50 N.T.
**(23) <i>Saudi Arabia</i>			
(a) Jeddah	60 Rayals	45.00 Rayals	30.00 Rayals
(b) Riyadh	83 "	62.25 "	41.50 "
(c) Dhahran	70 "	52.50 "	35.00 "
(d) Alkhobar	49 "	36.75 "	24.50 "
(e) Elsewhere in Saudi Arabia	25 "	18.75 "	12.50 "
†(24) <i>Cyprus</i>	38 Sh.	28.5 Sh.	19 Sh.
†(25) <i>Aden</i>	50 Br. E.A. Sh.	37.5 Br. E.A. Sh.	25 Br. E.A. Sh.
*(26) <i>Iran</i>			
(a) Tehran	700 Rials	525 Rials	350 Rials
(b) Abadan	475 "	356.25 "	237.5 "
(c) Shiraz	415 "	311.25 "	207.5 "
(d) Elsewhere in Iran	300 "	225 "	150 "
†(27) <i>Persian Gulf</i>			
(a) Bahren	42 I. Rs.	31.5 I. Rs.	21 I.Rs.
(b) Kuwait			
(i) 1st May, to 30th Sept.	79 "	59.25 "	39.5 "
(ii) 1st Oct. to 30th April	60 "	45 "	30 "
(c) Elsewhere in Ku- wait state including Gulf Hotel at Ku- wait.	60 "	45 "	30 "
(d) Elsewhere in Per- sian Gulf			
	28 "	21 "	14 "
†(28) <i>West Indies</i>			
(a) Curacao	Sh. 40	Sh. 30	Sh. 20
(b) Trinidad	Sh. 65	Sh. 48/9	Sh. 32/6

NOTE.— Unless otherwise specified, the rates are in Indian currency.

† These rates take effect from 1st June, 1956.

†† These rates take effect from 1st November, 1956.

* These rates take effect from 1st January, 1956.

** These rates take effect from 1st June, 1957.

‡ These rates take effect from 1st August, 1957.

(c) SERVICE RULES FOR EMPLOYEES OTHER THAN THE FLYING CREW AND THOSE IN THE AIRCRAFT ENGINEERING DEPARTMENT

CHAPTER I

GENERAL

1. These rules shall be known as the Indian Airlines Corporation (Employees other than the Flying Crew and those in the Aircraft Engineering Department) Service Rules hereinafter referred to as General Employees Service Rules.

2. They are intended to define conditions of service, including recruitment, promotion, discipline, control and appeal, pay and allowances (including travelling and other allowances), leave and retirement benefits.

3. These rules shall come into force with effect from the 1st January, 1955, and shall apply to all personnel of the under-mentioned departments mentioned in Appendix I, and in the whole-time employment (whether permanent or temporary) of the Indian Airlines Corporation, and to those under contract agreement to the extent not otherwise specified in the contract.

(i) Headquarters

(a) Headquarters Office

(b) Central Revenue Accounts Branch

(ii) Traffic Department

(iii) Accounts, Costing and Statistics Department

(iv) Internal Audit Department

(v) Stores and Supplies Department

(vi) General Administration Department

(a) Administration and Personnel Branch,

(b) Catering and Cabin Servicing Branch,

(c) Surface Transport Branch,

(vii) Ground Operations (Associated with Flying Branch).

3A. Nothing contained in these rules shall have the effect of altering the provisions of any special law for the time being in force.

4. Subject to the provisions of Section 45 of the Air Corporations Act, 1953 (No. 27 of 1953), the Corporation reserve to themselves the right to modify, cancel or amend any or all of these rules or orders issued thereunder and to give effect thereto from any date which the Corporation may deem fit.

5. The Corporation reserve to themselves the right of interpreting finally the meaning of these rules in case of dispute.

CHAPTER II

DEFINITIONS

6. Unless there be something repugnant in the subject or context, the terms defined in this chapter are used in these rules in the sense here explained:—

(1) *Chairman* means the Chairman of the Corporation.

(2) *Competent Authority* in relation to the exercise of any power means the Chairman of the Corporation or any other authority to which the power is delegated.

(3) *Corporation* means the Indian Airlines Corporation constituted under the Air Corporations Act, 1953 (No. 27 of 1953).

(4) *Employee* means a person in the whole-time service of the Corporation.

(5) *Family* means the employee's wife (one only), legitimate children and step children, wholly dependent upon him.

(6) *General Manager* means the General Manager of the Corporation.

(7) *Head of the Department* means an officer declared as such by the Corporation.

(8) *India-based personnel* mean persons of Indian domicile recruited in India.

- (9) *Medical Officer* means a Medical Officer who is appointed by the Corporation, whole time or part time or a Registered Medical Practitioner approved by the Corporation.
- (10) *Month* means a month according to English calendar.
- (11) *Pay* means the amount drawn monthly by an employee as (i) Basic Pay in the grade applicable to the post held by him substantively or in an officiating capacity, and (ii) any other emoluments which may be specially classed as pay by the Corporation.
- (12) *Permanent employee* means an employee who has completed a prescribed probationary period and who has been confirmed thereafter as regular member of the staff against the 'permanent' sanctioned establishment.
- (13) *Temporary Employee* means an employee whose services have been engaged for a specified period, which may be extended from time to time for work of a temporary nature against the 'temporary' sanctioned establishment.

CHAPTER III

APPOINTMENTS, TRANSFERS AND TERMINATION OF SERVICE

7. The establishment strength including both the number and designation of posts in the various categories and grades shall be determined by the Corporation from time to time.

Temporary additions to the number of posts may be made by such officers as may be authorised by the Corporation in this behalf.

8. Appointments to various posts shall be made by promotion or direct recruitment or by deputation from the Government of India or any other State Governments in accordance with such conditions as the Corporation may determine from time to time.

9. Every person appointed to a service or post in the Corporation shall undergo a period of probation as shown below. This period may be extended or relaxed in respect of employees in grades 1 to 16 (except Department Heads) at the discretion of the General Manager. The period of probation of employees in grades 16 (Departmental Heads) and above may be extended or relaxed at the discretion of the Chairman.

For employees in grades 1 to 9

Six months

For other employees

One year.

10. No person shall be appointed to a post without a Medical Certificate from a Medical Officer. The Medical Certificate must be annexed to the first salary bill of the person concerned. The form of the certificate is given in Appendix II.

11. An employee of the Corporation is liable to serve or undergo training, anywhere in or outside India as may be required.

12. An employee shall retire from the service of the Corporation on attaining the age of 55 years, provided that employees in grades 1 to 12 who, on 1st April, 1955, had attained the age of 52 years or above may continue in the service of the Corporation until they attain the age of 57 years.

13. The Services of an employee are terminable at 30 days notice on either side, or Basic Pay in lieu.

CHAPTER IV

14. **Promotion and Seniority.**—An employee of the Corporation will be eligible for promotion to the higher grade in accordance with the Rules made by the Corporation from time to time.

15. The seniority of an employee shall be determined in accordance with the Rules made by the Corporation from time to time.

16. **Officiating Appointments.**—Vacancies of a short duration will not normally be filled. When, however, a vacancy is for a duration of 30 days or more and the Head of the Department considers it essential to make officiating arrangements he shall appoint an employee to take charge of the absentee member's

work in addition to his (employee's) own duties. The employee thus appointed to officiate shall be eligible for an Officiating Allowance which shall be fixed at:—

- (i) 20 per cent of the Basic Pay drawn by the officiating employee, or
- (ii) the difference between the Basic Pay of the officiating employee and that of the person for whom he officiates, or
- (iii) the difference between the Basic Pay of the officiating employee and the minimum of the higher grade or the post in which he officiates,

whichever is lowest: Provided that where the Basic Pay of the officiating employee is equal to or higher than the minimum of the higher grade or that of the person for whom he acts, his Basic Pay shall be fixed in the higher or equivalent grade at the next incremental stage in that grade.

NOTE.—For purposes of the grant of the above allowance an employee shall be deemed to have qualified for the allowance if he has actually worked, in addition to his own duties, in a higher or equivalent grade/post irrespective of his own grade on being authorised as such, in writing, by the Head of the Department. An equivalent post means a post in the same grade without any distinction of designation.

CHAPTER V

17. Service Records.—A Service Book, by numbers, of all employees of the Corporation, whether in permanent or temporary capacity, shall be maintained for each station. This book is to be maintained in the form prescribed in Appendix III.

18. This book is intended to be a complete authorised official record of an employee from the time he joins service till his discharge or retirement. Every entry in this book shall be signed personally by the officer authorised in this behalf by the General Manager.

CHAPTER VI

PAY AND ALLOWANCES

19. Pay.—The scales of pay for various categories of employees shall be as given in Appendix I.

20. Interlinking of Grades.—The under-mentioned grades of pay shall be interlinked as indicated below. Individual employees shall be brought on the interlinked grades in accordance with rules 21 to 25 below.

Interlinked grades 3 & 4 70—4—98—4—122

(Except for Drivers)

EB—106—6—172

Interlinked grades 5 & 6 140—8—188—8—220

EB—200—10—300

21. Employees in grades 3 and 5 on reaching the Efficiency Bar stage shall, subject to the grant of a certificate in the prescribed form (see Appendix IV) by a competent authority be brought on the interlinked grade and their future pay regulated accordingly.

22. Employees already in grades 4 and 6 will continue in their respective grade and will not be required to cross the Efficiency Bar.

23. Such of the employees as are not considered fit to cross the Efficiency Bar shall continue to receive increments in their original grade. The cases of such employees shall be reviewed annually. If such employees are subsequently considered fit to cross the Efficiency Bar, the certificate prescribed for the purpose will be necessary at that time. Their initial pay in the interlinked grade shall be fixed at the stage next above their pay on that date but seniority shall be regulated from the date of entry in the relevant grade.

24. An employee who has not been allowed to cross the Efficiency Bar shall have a right to appeal in the manner provided.

25. Promotion of an employee from an interlinked grade to the next higher grade shall be subject to merit and availability of a vacancy, to be filled by promotion, in that grade.

26. Grade 9 is a selection grade. A certain proportion to be laid own from time to time of employees in grade 7 shall be eligible to be promoted to the selection grade.

27. **Dearness Allowance.**—All employees shall be eligible for the grant of Dearness Allowance at the rates shown below:—

Basic Pay		Dearness Allowance	
Rs.		Rs.	
Upto 50		23	
Exceeding	but not exceeding		
50	70	28	
70	90	33	
90	112	38	
112	140	43	
140	166	48	
166	192	53	
192	230	58	
230	270	63	
270	320	68	
320	400	73	
400	480	78	
480	575	83	(Rs. 80 in the case of an employee in grade 13).
575	675	85	
675	775	90	
775	875	95	
875	..	100	

28. **Place Allowance.**—All employees whose Basic Pay does not exceed Rs. 350 p.m. shall, when posted permanently to the undermentioned stations, be eligible for a Place Allowance at the rates indicated below:—

Station	Monthly Rate
	Rs.
Bombay, Karachi and Colombo	16
Calcutta, Rangoon and stations in Assam, Manipur and Tripura States	12
Delhi, *Dacca and *Chittagong	10
Madras and Hyderabad	5

NOTE (1).—An employee in receipt of Foreign Allowance in accordance with Rule No. 50 shall not be entitled to Place Allowance for the duration of the period that he draws the Foreign Allowance.

NOTE (2).—The payment of Place Allowance is subject to marginal adjustment. For example, an employee with a Basic Pay of Rs. 355 p.m. serving in Bombay will receive a Place Allowance of Rs. 11 p.m.

29. **House Rent Allowance.**—All employees in Grades 1 and 2 shall be eligible for a House rent Allowance of Rs. 4 per mensem. The allowance shall not be admissible to an employee for the period he is in occupation of residential accommodation provided by the Corporation either free or on payment of the prescribed rent.

*The rate in respect of Dacca and Chittagong takes effect from 1st August 1956.

30. **Transport Allowance.**—Employees in grades 1 to 14 shall be eligible for the grant of Transport Allowance at the rates given below:

	Rs. p.m.
Grades 1 to 6	10
Grades 7, 8 & 9	25
Grades 10, 11 & 12	40
Grades 13 & 14	50

31. The grant of the Transport Allowance shall be subject to the following conditions:—

- (i) The employee works at an airport and is not provided with free transport by the Corporation.
- (ii) The employee resides at a distance exceeding 3 miles from the airport.

NOTE (1).—Employees who work at the airport at Nagpur and Bangalore and who are allowed to travel free of charge in the Corporation transport between the rallying points in the city and the airport concerned, will also be paid the Transport Allowance as laid down in Rule 30.

*NOTE (2).—Employees at Colombo, who have to work at the airport and have to make two trips to and from the airport each day shall be eligible for Transport Allowance at double the rates laid down in Rule 30.

†32. An employee, for whom the Corporation provides one way Transport and the other way transport is arranged by the employee himself and such a feature extends for a period of not less than 15 days in a month, shall be entitled to Transport Allowance at half the rates mentioned in Rule 30 provided he is otherwise eligible for the grant of the allowance.

33. **Conveyance Allowance.**—Employees in grades 15 and above shall be eligible for the grant of Conveyance Allowance at the rates given below:—

	Rs. p.m.
Grades 15 & 16	75
Grades 17 and above	100

34. The grant of the Conveyance Allowance shall be subject to the following conditions:—

- (i) The employee works at an airport and is not provided with free transport by the Corporation.
- (ii) The employee actually maintains a transport (Motor Car) which is certified by the Area Manager to be essential for efficient performance of his duty.

35. The employees in grades 15 and above, who do not maintain their own transport, shall be eligible for Transport Allowance of Rs. 50 p.m. under the conditions laid down in Rule 31.

36. Transport/Conveyance Allowance shall continue to be paid to an employee who is absent from his Headquarters station on temporary transfer or on temporary duty (tour) in or outside India, or on leave (other than leave without pay and allowances) only for the first 30 days of his absence.

NOTE.—Transport/Conveyance Allowance is not payable during the period of 'Joining time' availed of by an employee transferred permanently from one station to another.

37. **Overtime Allowance.**—All employees in grades 1 to 12, irrespective of whether or not they are governed by the Factories Act who are classified under category (b) of Rule 187 shall be eligible for Overtime Allowance at double the ordinary rate of wages for any work they are required to do beyond their daily scheduled hours of work.

*This takes effect from 1st October, 1956.

†This takes effect from 1st January, 1956.

***NOTE.**—Employees of the above category stationed at Colombo shall also be eligible for Overtime Allowance at double the ordinary rate of wages for any period worked in excess of the spread over of 12 hours.

38. The term 'wages' as used in Rule 37 above shall mean and include the following:—

In case of employees governed by Factories Act	In the case of employees not governed by Factories Act
(i) Basic Pay	(i) Basic Pay
(ii) Personal Pay	(ii) Personal Pay
(iii) Dearness Allowance	(iii) Dearness Allowance
(iv) Place Allowance	
(v) Transport Allowance	
(vi) House Rent Allowance	
(vii) Machine Allowance	
(viii) Washing Allowance	
(ix) Licence Allowance	
(x) Duty Allowance.	

****NOTE** (1).—In the case of an employee governed by the Factories Act, who is eligible for the grant of Transport Allowance but the same is not paid to him because he utilises the Corporation transport between the place of work and his residence/rallying point, the cash value of the facility i.e. the amount of Transport Allowance that would otherwise be admissible to the employee, should be taken as part of the wages.

NOTE (2).—For the purpose of determining the amount of Overtime Allowance admissible to an employee in accordance with these rules, the hourly rate of wages shall be calculated as follows:—

Rate per hour	Monthly Wages
	25×8

The method of calculating the hourly rate of wages as indicated above shall apply to Overtime Allowance earned by an employee from 1st January, 1956 onwards. The amount of Overtime Allowance earned by an employee on work done prior to 1st January, 1956 shall be calculated with reference to the method already adopted in the three Areas for calculating the hourly rate of wages.

39. **Meal Allowance.**—When an employee in grades 1 to 9 is assigned duty which takes him away from his normal place of work during the course of his duty and he is consequently unable to have his meals at home or in the canteen, he shall be provided with meals or, in the alternative, actual expenditure incurred by him shall be reimbursed, subject in both cases to the monetary limits and the conditions mentioned in Rules 40 and 41.

40. The monetary limits and the normal meal times shall be as indicated below:

Type of Meal	Normal Meal Time	Monetary limit for one Meal
Breakfast	8-00 A.M.	Re. -/12/-
Lunch	1-00 P.M.	Rs. 1/4/-
Evening Tea	4-00 P.M.	Re. -/8/-
Dinner	8-00 P.M.	Rs. 1/8/-

41. The above concession shall be admissible only when an employee is required to attend to Corporation work away from his normal place of duty and as a result thereof he has to miss his meal for more than one hour beyond the normal meal time.

*This takes effect from 1st October, 1956.

**This takes effect from 1st July, 1956.

42. An employee in grades 1 to 9 who is required to work from Monday to Saturday and is entitled to 'off day' on Sunday, when called, owing to the exigencies of Corporation work, to work on that day i.e. Sunday, shall be provided with meals or, in the alternative, actual expenditure incurred by him shall be reimbursed, up to the monetary limits laid down in Rule 40. In such cases, the concession will be admissible even though the employee attends to duties in his normal place of work. This concession shall apply only in respect of any meal which falls due within the hours actually worked by the employee on the Sunday.

NOTE.—An employee who fulfils the conditions laid down in Rules 39 to 42 is eligible for provision of meals or an allowance in lieu, irrespective of the fact that he is entitled to Night Shift Allowance, Duty Allowance, Sunday Allowance and or Overtime Allowance.

43. **Machine Allowance.**—A Computer, a Key puncher, a Teleprinter Operator or an Adrema Operator shall be eligible for the grant of an allowance at the rate of Rs. 15 per month.

44. **Non-Practising Allowance.**—A Medical Officer who is a whole-time employee of the Corporation is not allowed private practice. He will be eligible for the grant of a Non-practising Allowance at the rate of 25 per cent of his Basic Pay.

45. Blank.

46. **Duty Allowance.**—Clerical and Administrative staff up to grade 9 who are attached to engineering workshops and are classified under clause (b) of rule 187 shall be eligible for a Duty Allowance at 7½ per cent of their Basic Pay.

NOTE.—An employee who is in receipt of a Duty Allowance shall continue to draw that allowance for the period for which he is on Casual Leave or when he avails of a Substitute 'day off' in lieu of having attended work on a Sunday.

47. **Flight Allowance.**—Ground personnel shall, when detailed on flight duty as a necessary complement of the crew, be paid a Flight Allowance at Rs. 1-12 per hour when flying in Skymaster and at Rs. 1-4 per hour when flying in Dakota, Viking or Heron aircrafts.

NOTE.—(1) Flight Allowance is also payable when ground personnel are detailed on flight duty as a necessary complement of the crew, in respect of the under-mentioned flights:—

- (i) Dead Flying.
- (ii) Ferry & Relief Flights.
- (iii) Diversions.
- (iv) Survey and Search Flights.

NOTE.—(2) Flight Allowance is not payable on test flights and training or instructional flights.

48. **Instructor's Allowance.**—An employee who is not basically graded as an Instructor and who is appointed to perform the duties of an Instructor, in addition to his normal duties, shall be eligible for the grant of an allowance of Rs. 100 per month for the period for which he performs the duties of an Instructor.

49. **Washing Allowance.**—The uniform supplied by the Corporation to the employees in grades 1 to 9 will be washed under arrangements to be made by the Corporation. Where no such arrangements are made by the Corporation, an employee in grades 1 to 9 who is entitled to the free supply of uniforms, shall be eligible for the grant of a Washing Allowance at the rate of Rs. 3 per month.

NOTE.—Washing Allowance is to be paid throughout the year. No pro-rata deduction in this allowance is to be made for periods of leave other than leave without pay and allowances.

50. **Foreign Allowance.**—The India based personnel when posted to foreign stations on permanent transfer shall be eligible for the grant of Foreign Allowance at the rates mentioned in Appendix V.

*51. An employee posted in a foreign country will, for the period of any sanctioned leave, be granted Foreign Allowance under the conditions stated below:

- (i) When the leave is spent at the foreign station of posting or any other station in the same country, the Foreign Allowance will be paid for the entire period of leave.
- (ii) When the period of leave is spent in a place outside the country to which he is posted the Foreign Allowance shall be paid only for the first 30 days of such leave.
- (iii) The grant of the Foreign Allowance will be subject to a certificate being furnished by the Head of the Department to the effect that the employee will, at the end of the leave, return to the Foreign station of posting.
- (iv) Foreign Allowance will be paid on half the normal rate when the leave availed of by the employee is on half pay; no Foreign Allowance will be paid when the leave is on total loss of pay and allowances.

****52. Winter (Fuel) Allowance.**—All India based personnel when posted on permanent transfer to Srinagar, Leh, Darjeeling or stations in Nepal and Afghanistan shall be eligible for Winter (Fuel) Allowance at Rs. 40 p.m. (Indian Currency) for the five winter months i.e. from November to March.

53. Night Shift Allowance.—An employee in grades 1 to 9, 10, 11 & 12, who is liable to shift working and who is required to work a Night Shift, shall be paid one-eighth of his wages as Night Shift Allowance.

54. For the purposes of Night Shift Allowance, 'wages' shall mean and include the pay and allowances enumerated below Rule 38.

55. A Night Shift shall mean a shift commencing not earlier than 6-30 p.m. and finishing not later than 8-00 a.m. A shift which extends beyond 11-30 p.m. or a shift which commences not later than 3-00 a.m. shall also be treated as a Night Shift.

56. Sunday Allowance.—An employee, in grades 1 to 9, 10, 11 & 12, at an outstation, who is required to work on Sundays and is denied, due to administrative reasons, a substitute 'day off' for a minimum of two Sundays in a month shall be eligible for the grant of a Sunday Allowance. The amount of the Sunday Allowance in a month will be a fixed sum equivalent to $7\frac{1}{2}$ per cent of the employee's basic pay for that month. This will remain unaltered even in cases in which an employee is denied substitute 'day off' on more than two Sundays in a month.

57. An employee in grades 1 to 9, 10, 11 & 12, working at outstation in shifts and who is classified under category (b) of Rule 187 shall also be eligible for the grant of Sunday Allowance under the conditions laid down in Rule 56. The hours of work put in by such an employee on the Sundays will not count towards overtime, but any hours in excess of the normal working hours put in by the employee on that day shall entitle the employee to overtime allowance.

NOTE.—Sunday Allowance is also payable to an employee who is under the Rules, eligible for Overtime or Night Shift Allowance.

58. An employee in grades 1 to 9, 10, 11 and 12, who is required to work on a holiday (other than a Sunday) shall be paid overtime at double the ordinary rate of wages. For this purpose the term 'wages' shall mean and include the pay and allowances enumerated below Rule 38.

59. to 78. Blank.

79. Regulation of Pay and Allowances.—The pay and allowances of an employee are payable from the date from which he takes charge of the post or service to which he is appointed. If the charge is before 12-00 noon the pay and allowances shall be admissible from the same day, if at 12-00 noon or thereafter they shall be payable from the following day.

80. Initial Pay on Appointment.—A new entrant on first appointment to a post on a scale of pay shall draw the minimum pay of the scale prescribed for the

*This Rule takes effect from 9th May, 1956.

**This rule in so far as employees in grade 13 and above are concerned takes effect from 1st November, 1955.

post, unless the appointing authority issues special orders regarding the fixation of his initial pay at a higher stage. In cases of promotion, if his substantive pay is equal to, or higher than, the minimum pay of the new scale of pay, his pay shall be fixed at the stage just above that which he is already drawing. (Example—An employee whose Basic Pay is Rs. 240 in the scale of Rs. 190-10-300, when promoted to a scale of Rs. 220-12-340 will have his Basic Pay fixed at Rs. 244 in the new scale of pay).

81. Increment.—An employee is entitled to draw an increment after completing one year's satisfactory and approved service, unless it is expressly stated by the competent authority that the increment will be withheld for reasons specified in writing. In the event of the restoration of the increment so withheld at a later date, the competent authority shall indicate, in writing whether the increment should be granted from the date on which it originally fell due or from a subsequent date.

***81A. Advance Increments.**—Employees in all grades who have, in the opinion of the Competent Authority, as indicated below, rendered meritorious service during the year may be granted Advance Increments not exceeding two.

Grades of employees	Competent Authority
Grades 16 (Heads of Departments only) & above	Chairman.
Grades 10 to 15 & 16 (except Heads of Departments)	General Manager.
Grades 1 to 9	Area Manager (Departmental Head at Headquarters).

The Competent Authority will also indicate whether the grant of Advance Increment(s) affects the date of the normal annual increments.

82. Secondary Increment.—An employee in grades 1 to 9, 10, 11 and 12, shall, on reaching the maximum of his grade, be eligible for a further increment for every three years of service rendered after reaching the maximum. This increment shall be granted beyond the maximum of the grade and at the rate last drawn in the grade.

83. Leave without pay and allowances upto a period of two years in the aggregate during the full tenure of service of an employee, shall not have the effect of postponing the date of his annual increment. Any period of such leave in excess of two years shall be excluded from calculations in regard to the length of service for purposes of determining the date of the employee's next increment.

****84. Advance of salary while proceeding on leave.**—An employee proceeding on Privilege Leave, Maternity Leave and/or Sick Leave shall be eligible to be paid an advance against the leave salary due for the full period of the leave, subject to the usual deductions e.g. on account of Provident Fund subscription, Income-tax etc. In cases in which the leave granted to an employee extends beyond the next pay-day, the amount of advance should also include the pay and allowances due to him, up to the date of his proceeding on leave.

CHAPTER VII

TRAVELLING AND DAILY ALLOWANCES

85. Travelling Allowance is given to an employee to cover the out-of-pocket expenses which he actually incurs on travelling on Corporation duty. It is a fundamental principle that this allowance is not to be a source of profit.

86. Duty journeys are of two kinds (a) journeys on temporary duty (tour) or on temporary transfer and (b) journeys on permanent transfer.

****87. Normally all duty journeys are to be performed by air. A departure from this requires a written permission of the authority competent to counter-sign the T.A. claim of the individual. A journey by road is to be permitted only between two places which are not connected by rail/sea.**

*This Rule takes effect from 1st May, 1957.

**This Rule takes effect from 21st February, 1956.

***This Rule takes effect from 24th November, 1956.

88. The class of rail/sea accommodation to which an employee when required to travel by rail/sea is eligible will be as shown below:—

	Class of accommodation	
	By Rail*	By Sea
Basic Pay exceeding Rs. 200 per mensem	First Class	Highest Class.
Basic pay exceeding Rs. 100 p.m. but not exceeding Rs. 200 p.m.	Second Class	If there be two classes on the steamer—higher class ; if more than two classes—the middle or second class.
Basic Pay upto Rs. 100 p.m.	Third Class	If there be two classes only on the steamer—the lower class ; if there be three classes—middle or second class ; —if there be four classes—third class.

NOTE.—Employees whose Basic Pay is Rs. 1,600 p.m. and above may travel by air-conditioned rail accommodation but in such cases a recovery at the rate of three pies per mile will be made from them for such journeys.

†89. In case of journeys performed by Air where there is both a first and a tourist class, the entitlement of class of accommodation will be as indicated below:—

Employees whose Basic Pay exceeds Rs. 750 First Class
Other Employees Tourist Class.

90. **Temporary Duty (Tour).**—An employee proceeding on temporary duty (tour) shall travel by air, rail/sea, or road as required and shall be eligible for the following:—

(A) *By Air.*—Free passage shall be provided by the Corporation.

(B) *By Rail.*—

(i) *For employees in grades 1 to 9.*—One and a half times the single fare of the entitled class of rail accommodation.

(ii) *For employees in grades 10 and above.*—Single fare of the entitled class of rail accommodation.

(C) *By Sea.*—Single fare of the entitled class of sea accommodation.

(D) *By Road.*—Mileage allowance for the distance actually travelled at the rate applicable to the employee (see Rule 106). This allowance is permissible only when the two stations are not connected by air, rail or sea.

(E) *Daily Allowance.*—

(i) *For employees in grades 1 to 9 when they are required to travel by rail.*—(a) Daily Allowance shall be admissible for the period of the employee's stay at the outstation. No Daily Allowance shall be admissible for the period of journey.

(b) For the day of arrival at and the day of departure from the outstation, only half Daily Allowance shall be admissible.

(c) No Daily Allowance is admissible in respect of place of halt from which an employee departs on the same day on which he arrives at it.

*This revised rail classification is effective from 1st April, 1955.

†This Rule takes effect from 28th April, 1955.

- (11) *For employees in grades 1 to 9 when they are required to travel other than by rail and employees in grades 10 and above required to travel by any mode of conveyance.—Daily Allowance will be admissible for each day of absence from his Headquarters station.*

NOTE (1).—For the purposes of sub-rule E(1) above 'day' means a calendar day beginning and ending at midnight.

NOTE (2).—For the purposes of sub-rule E(11) above 'day' means a period of 24 hours or part thereof from the time the outward journey commences to the time the return journey ends at the Headquarters station.

NOTE (3).—A journey is deemed to commence/end when the aircraft takes off/lands at the airport or when the train or steamer leaves/arrives at the station or port.

NOTE (4).—When an employee proceeds on temporary duty (tour), no road mileage is admissible for the journey to or from the employee's residence both at his Headquarters and at the outstation.

NOTE (5).—The Daily Allowance is admissible to an employee only once in respect of a particular day. For instance an employee who is on temporary transfer to one station and who proceeds from thence on temporary duty (tour) to another station, shall be eligible for Daily Allowance only at the rate applicable to the new station.

NOTE (6).—The rate of Daily Allowance includes an element for conveyance expenses at the outstation and no separate claim for such expenses is admissible.

91. In cases in which an employee cannot, under the Rules of the Railway concerned, be allowed to perform the rail journey, on Corporation duty, by the class of rail accommodation to which he is normally entitled under Rule 88 (e.g., when he is required to escort fully charged batteries), an Area Manager may, after recording the special reasons, authorise the employee to travel by the higher class of rail accommodation. In such cases the cost of the single rail fare of the employee will be determined with reference to the class in which the journey is actually performed while the cost of the additional half rail fare, where admissible, is to be calculated in accordance with his normal entitlement of rail accommodation.

92. **Temporary Transfer.**—When an employee is required to work temporarily at an outstation, that is, when the period of his absence from his Headquarters is not likely to exceed 90 days, he shall be posted on temporary transfer and be granted the travelling expenses as per Rule 90(A), (B), (C) or (D). In addition, he shall be eligible for Daily Allowance at the rates laid down in Rule 103, read in conjunction with Rule 104 and Rule 105, for the actual period of his stay at the outstation subject to a maximum of 90 days. The authority competent to order the transfer of the employee will review the posting from time to time and in any case in the beginning of the third month, so as to consider whether or not the period of his further stay at the outstation justifies the transfer being made permanent. If the competent authority decides to convert the temporary transfer into a permanent one, the decision should immediately be communicated to the employee and his transfer is to be treated as permanent from the date the decision is communicated.

An employee who is initially posted to an outstation on temporary transfer and is subsequently required to stay there as a permanent measure, will be allowed a free passage to return to his permanent Headquarters and also the privileges and allowances admissible on permanent transfer as per Rules 94 to 100.

NOTE (1).—An employee who proceeds on temporary duty (tour) or on temporary transfer is not eligible for road mileage in respect of his moves at the outstation.

NOTE (2).—No reimbursement of actual expenses incurred by an employee at the outstation, e.g., coolie charges for transportation of his personal baggage, etc., is permissible.

NOTE (3).—An employee who is required to undergo a course of training abroad should be viewed to be on temporary duty (tour). In such cases, the daily allowance is payable for the actual period of absence from permanent station without any limit of the period.

93. An employee who, during the period of his temporary transfer or temporary duty (tour) at an outstation falls sick and is thus away from his work at the outstation on Sick Leave or Privilege/Casual Leave on grounds of sickness is eligible for the grant of Daily Allowance for the period of such absence. This allowance is not payable for absence on leave on other grounds.

94. **Permanent Transfer.**—An employee on permanent transfer shall travel by air, rail, sea or road as required and shall be eligible for the concessions and allowances as indicated in Rules 95 to 100.

95. (a) **By Air**

(i) Free Air Passage for the employee and his family.

(ii) Cost of two rail fares of the entitled class of accommodation if the two stations are connected by rail

or

when the old and the new stations are connected by sea and not by rail, cost of two sea fares of the entitled class of accommodation

or

if the old and new stations are not connected by rail or sea (partially or in full), the cost of one air fare when the basic pay of the employee exceeds Rs. 200 p.m. and the cost of half an air fare when the basic pay is Rs. 200 or below.

(b) **By Rail/Sea***

Three rail/sea fares of the entitled class of accommodation for self; one extra rail/sea fare for each adult member of his family for whom full fare is actually paid; and a half rail/sea fare for each child for whom such fare is actually paid.

NOTE (1).—All journeys by rail/sea shall be performed by the class to which the employee is entitled. In special circumstances he may be allowed to travel by a lower class at the discretion of the ¹[Area Manager (Head of the Department at Headquarters or Chief Administrative Officer in respect of staff at Headquarters)].

NOTE (2).—In cases of journey by sea, where the steamer company has two rates of fare, one inclusive and one exclusive of diet, the term 'fare' as used above should be held to mean the fare exclusive of diet.

(c) **By Road**

Two road mileages at the rate applicable to the employees (see Rule 106) for self, plus an additional mileage for two members of his family. If the number of family members exceeds two, the number of additional mileage admissible shall be two only.

NOTE.—Travelling expenses or free passages in respect of the family of an employee who is transferred permanently from one station to another shall be admissible if the family joins the employee at the new station within a period not exceeding six months from the date the employee is struck off duty at the old station. In exceptional circumstances an Area Manager (Head of the Department at Headquarters or Chief Administrative Officer in respect of staff at Headquarters) may extend this period by three months.

96. **Conveyance of Personal (Household) Effects.**—(i) When the two stations are connected by rail, an employee irrespective of whether he travels by air, rail, sea or road will be reimbursed the actual expenses incurred on transporting his personal (household) effects from the old to the new station. The claim

* Provision for payment of incidentals for travel by sea, in the Rule, was introduced with effect from 12th October, 1953.

¹ [] Substituted for the word 'Chairman' with effect from 12th December, 1958.

for such expenses shall, however, be limited to the cost of carriage by goods train of the personal effects, up to the following maxima—

	For transportation by goods train	
	If having a family	If not having a family
	Mds.	Mds.
Basic pay exceeding Rs. 750	60	40
Basic pay exceeding Rs. 200 but not exceeding Rs. 750	30	20
Basic pay exceeding Rs. 100 but not exceeding Rs. 200	15	12
Basic pay up to Rs. 100	10	5

* (ii) When the two stations are connected by sea and not by rail, or when the two stations are connected by rail as well as sea, and sea is the normal mode of conveyance, the employee, irrespective of whether he travels by air, or sea, will be reimbursed the actual expenses incurred on the transportation of his personal (household) effects from the old to the new station. The claim on account of transportation of personal (household) effects shall be limited to the cost of transportation, by steamer, of such effects up to the maxima prescribed above.

** (iii) When the stations are connected neither by rail nor by sea, partially or in full, the employee may transport his personal (household) effects by air. In such cases the claim for transportation expenses shall be limited to the cost of transportation, by air of such effects up to the following maxima:—

	For transportation by air	
	If having a family	If not having a family
	lbs.	lbs.
Basic pay exceeding Rs. 750	900	600
Basic pay exceeding Rs. 200 but not exceeding Rs. 750	450	300
Basic pay exceeding Rs. 100 but not exceeding Rs. 200	225	180
Basic pay upto Rs. 100	150	75

NOTE.—When an employee is permanently transferred from one station to another, he shall be eligible for reimbursement of expenses on account of the transportation of his personal (household) effects from the old to the new station provided the same are transported within a period of six months from the date he is struck off duty at the old station. In exceptional circumstances Area Manager (Head of the Department at Headquarters or Chief Administrative Officer in respect of staff at Headquarters) may extend this period by three months. This also applies to cases in which an employee has no family.

97. In addition to the above, an employee shall be reimbursed the cost of transporting by goods train/steamer one motor car or one motor cycle from the old to the new station.

NOTE (1).—In cases in which an employee transports his motor car/motor cycle by passenger train, the amount of the claim for transportation charges shall be restricted to the cost that would have been incurred had the motor car been transported in a closed wagon attached to goods or express goods train or the motor cycle been transported by goods train as the case may be.

* This clause takes effect from 6th January, 1956.

** This clause takes effect from 18th April, 1956.

NOTE (2).—If the employee transports his motor car/motor cycle under its own power his claim on this account should be accepted subject to the condition that the amount so claimed does not exceed the cost of transporting the vehicle by goods train.

*98. For transportation of personal (household) effects by road, for that portion of the journey which is not connected by air/rail/sea, e.g., between residence and the Airport/City Booking Office or Railway Station or Steamer Port, an employee may draw:—

- (i) the actual expenses incurred on the transportation of such effects upto the maundage limits laid down in Rule 96, or
- (ii) the amount that would be admissible at the rate of annas four per maund per mile for the maundage actually carried but not exceeding the prescribed limits,

whichever is lower.

99. **Joining Time.**—An employee on permanent transfer from one station to another will be eligible for joining time as indicated below:—

- (i) Six days' preparation time, plus
- (ii) Where a journey from old to the new station is performed
 - (a) *By Rail or Road.*—One day for each 250 miles or fraction thereof.
 - ** (b) *By Sea.*—The number of days actually occupied in the journey by sea.

NOTE (1).—A Sunday does not count as a day for purposes of calculating the time allowed for preparation. But a holiday counts as a day for the purposes of the above Rule.

NOTE (2).—An employee on permanent transfer, who after being relieved at his old station and before joining the new station, avails of Privilege leave, Sick leave and/or Casual leave shall be eligible for joining time only under sub-clause (ii) of this Rule.

100. **Settling-in-Allowance.**—An employee on permanent transfer from one station to another shall be eligible for a "Settling in" allowance equivalent to the following:—

- (i) 30 days daily allowance at the rate applicable to him as per rule 103 read in conjunction with rule 104 and rule 105 on the date of his reporting for duty at the new station, with reference to his Basic Pay on that date, plus
- (ii) a lump sum amount calculated as under
 - (a) For employees whose Basic Pay does not exceed Rs. 400 p.m. 25% of monthly Basic Pay.
 - (b) For employees whose Basic Pay exceeds Rs. 400 p.m. 10% of monthly Basic Pay.

101. An employee when submitting his claim for travelling allowance shall furnish (i) a certificate to the effect that the journey by rail/sea was performed by the class of rail/sea accommodation for which the claim is made, and (ii) Cash Memo or other vouchers in support of the amount claimed for the carriage of personal (household) effects.

***102. **Mutual Transfer.**—(i) A request, made in writing, for mutual transfer on a permanent basis may be granted subject to administrative convenience. This is subject to the conditions that:—

- (a) the employees are in the same pay scale and are performing the same type of duties at their respective stations, and
- (b) the employees agree to forego all privileges and concessions authorised, under I.A.C. Service Rules, for permanent transfers.

* This Rule takes effect from 17th February, 1956.

** This sub-clause takes effect from 6th January, 1956.

*** This Rule takes effect from 20th March, 1956.

(ii) The employees, whose mutual transfer is accepted, will not be eligible for any concessions or privileges admissible on permanent transfer except that a free air passage may be granted, on 'subject basis', only to each of the two employees from the old to the new station. If an employee on mutual transfer, after having been relieved of his duties at the old station, is detained at that station on account of non-availability of a seat in the aircraft, or is otherwise unable to join duties at the new station, he shall make an application for the grant to him of such leave as is due to him so as to cover the period of his absence.

*103 **Daily Allowance**—The rates of Daily Allowance in India for employees in different pay ranges are as under—

Basic Pay		Rate of allowance per diem	
		Rs	As.
Upto Rs. 100		5	0
Exceeding Rs. but not exceeding Rs.			
100	200	5	8
200	400	7	0
400	600	8	0
600	800	8	8
800	1000	10	0
1000	1500	14	0
1500	2000	16	0
2000		20	0

*104 At Calcutta, Bombay and Delhi the Daily Allowance shall be 100 per cent more and at Srinagar, Madras, Bangalore Nagpur and Hyderabad it shall be 50 per cent more than the rates given in Rule 103

105. **Rates of Daily Allowance in Countries Outside India.**—The rates of Daily Allowance applicable to countries outside India are as given in Appendix VI

106 **Mileage Allowance for Journeys by Road.**—For journeys by road, mileage allowance is admissible at the following rates for each mile travelled—

	Rate per mile
An employee drawing a Basic Pay exceeding Rs. 750	Annas Eight.
An employee drawing a Basic Pay exceeding Rs. 200 but not exceeding Rs. 750	Annas Six.
An employee drawing a Basic Pay exceeding Rs. 100 but not exceeding Rs. 200	Annas four.
An employee drawing a Basic Pay upto Rs. 100	Annas three.

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CHAPTER VIII

LEAVE

121 **Casual Leave.**—An employee shall be eligible for Casual leave to the extent of 10 days in a calendar year either for private affairs or on grounds of sickness. This shall not be accumulated. Normally not more than three days Casual leave will be granted at a time in two consecutive months. Casual leave can be combined with Extraordinary leave, i.e., leave without pay and allowances. Except as provided in Rule 154 Casual leave cannot be combined with any other kind of leave.

* This Rule as now revised takes effect from 1st January, 1956.

NOTE.—Employees appointed against leave vacancies or for a period of less than a year will be granted Casual leave on proportionate basis.

122. **Privilege Leave.**—An employee shall be eligible for 30 days Privilege leave for every 11 months of service. This leave is cumulative up to 90 days.

123. The leave account of an employee will be written up in retrospect only once for each period of eleven months' service, by adding 30 days to the opening balance as on the first day of the period and deducting therefrom total leave availed of during the period.

NOTE.—Reckoning of leave on a *pro-rata* basis will be permissible during the currency of a period of eleven months service if the balance at the beginning of the period is less than the individual's leave requirement. Leave on a *pro-rata* basis shall be calculated at the rate of one day for every eleven days' service; fraction of a day shall be ignored.

124. The carry over of leave thus worked out shall be restricted to 90 days and the balance of leave, if any, shall lapse unless the employee had made an application for the grant of leave and the same was refused before the expiry of the eleven months period. In such cases the employee may be authorised to carry forward to the next leave period the full amount of leave assessed as above provided that the number of days of Privilege leave carried over in excess of 90 days shall not exceed the period of leave applied for by him and refused in writing owing to exigencies of the Corporation's work.

125. A temporary employee, although he earns Privilege leave from the date of his appointment, shall be eligible to avail of the leave only after he has completed one year's service. For this purpose all continuous service rendered prior to 1st January 1955 in I.A.C. shall be taken into account.

126. For the purposes of determining privilege leave entitlement periods of absence on the following types of leave shall count as service:—

- (i) Casual leave.
- (ii) Compensatory leave, i.e., a day off in lieu of attending work on a normal 'off' day.
- (iii) Sick leave.
- (iv) Quarantine leave.
- (v) Special leave granted by the General Manager to count towards service.
- (vi) Accident and Disability leave on full pay under Rule 135.
- (vii) Special leave for injuries caused during sporting activities.

NOTE.—No period of absence on any other types of leave shall count as service for purposes of determining leave entitlement.

127. The leave salary admissible to an employee for the duration of Privilege leave shall, in addition to his Basic Pay and Personal Pay, include the following allowances, if attached to the substantive post held by him immediately before his proceeding on leave:—

Dearness Allowance
Place Allowance
House Rent Allowance
Duty Allowance
Winter (Fuel) Allowance
Machine Allowance
Non-Practising Allowance

NOTE 1.—Winter (Fuel) Allowance shall be included in the leave salary only for the period of leave falling within the winter months, i.e., from November to March.

NOTE 2.—Substantive post means the post held by the employee in a substantive capacity and not the one in which he happens to officiate.

128. **Sick Leave.**—An employee shall be eligible for Sick leave of 20 days on half pay which may be commuted to 10 days on full pay, for each calendar year. This leave may be accumulated up to 90 days on half pay or up to 45 days on full pay.

129. In the case of permanent employees or temporary employees who have completed one year's service it is permissible to grant the full period of leave, i.e., 20 days on half pay or 10 days on full pay, at any time during the year. Temporary employees with less than a year's service shall be eligible for grant of Sick leave on *pro-rata* basis.

130. For the purposes of Rule 128 pay shall comprise of Basic Pay, Dearness Allowance, Place Allowance and Instructor's Allowance where admissible. The grant of full or half pay shall be subject to adjustment of benefits under the National Health Insurance Scheme, where applicable.

131. Sick leave for a period exceeding two days shall be supported by medical certificate from either the Medical Officer of the Corporation or a Medical Practitioner (of Allopathic system of Medicine) duly approved by the Corporation.

132. **Special Sick Leave.**—An employee suffering from Tuberculosis or Leprosy shall be eligible for the grant of Special Sick leave on half Basic Pay for a period of 30 days for every completed year of service subject to a maximum of 180 days in the entire service. For this purpose all continuous service rendered prior to 1st January 1955 in I.A.C./integrating airlines shall also be taken into account.

133. Special Sick leave shall be granted only after the employee has exhausted all leave on full pay or half pay admissible to him under these rules.

134. Special Sick leave on half Basic Pay may be granted on *pro-rata* basis for a fraction of a year's service, e.g., an employee with one and a half year's service is eligible for 45 days Special Sick leave.

*134A. The payment of half Basic Pay during the period of Special Sick leave shall be subject to adjustment of benefits admissible under the Employees' State Insurance Scheme where applicable.

135. **Accident and Disability Leave.**—An employee sustaining an injury caused by an accident arising out of and in the course of his employment, or suffering illness (i) during and in consequence of the due performance of the normal duties assigned to him or (ii) in the performance of any particular duty which has the effect of increasing his liability to illness beyond the ordinary risk attending to normal duties assigned to him, may on production of a medical certificate in the prescribed form, be granted Accident and Disability leave up to a maximum of 90 days. During such leave the employee will be granted his Basic Pay, Dearness Allowance and Place Allowance, where admissible.

136. The grant of this leave is subject to the condition that the accident or illness is not due to the employee's negligence or default and that the employee obeys all instructions given by the approved medical authority as to treatment during the period of absence.

137. In the case of an employee who is governed by the Workmen's Compensation Act and/or the National Health Insurance Scheme, the pay and allowances paid to him during such leave shall be subject to adjustment of any compensation or benefit admissible under the aforesaid Act and/or Scheme.

138. **Study Leave.**—An employee may be granted Study leave by the General Manager at his discretion on the merits of each case, on such terms and conditions as he may deem necessary.

139. **Quarantine Leave.**—An employee may, on a quarantine certificate issued by a medical authority approved by the General Manager, be granted leave of absence from duty for a period not exceeding 30 days.

* This rule was introduced with effect from 14th January, 1958.

140. Quarantine leave is to be granted in cases of cholera, smallpox, plague, diphtheria, typhus fever and cerebrospinal meningitis.

141. Quarantine leave is not admissible in cases in which an employee himself is suffering from an infectious disease. In such cases the employee should be given the normal Casual, Sick or Privilege leave at his credit.

142. **Maternity Leave.**—A female employee shall be eligible for the grant of maternity leave on full Basic Pay and Personal Pay if any, for a period which may extend upto the end of 90 days from the date of its commencement or to the end of six weeks from the date of confinement whichever is earlier. A temporary employee shall be eligible for this leave only after completion of year's service.

143. **Extraordinary Leave.**—In exceptional circumstances to be recorded by the sanctioning authority and when no leave of any other kind is admissible under these rules, to a permanent employee or a temporary employee who has completed one year's continuous service, he may be granted Extraordinary leave i.e. leave without pay and allowances. The period of such leave shall not exceed 90 days at a time.

144. A temporary employee with less than one year's service is eligible for the grant of extraordinary leave under the above circumstances upto a maximum of 15 days.

145. **Extraordinary Leave for T.B. or Leprosy Patients.**—T.B. or Leprosy patients may, in addition, be granted Extraordinary leave i.e. leave without pay and allowances at the rate of 30 days for every year of service. The period of this Extraordinary leave shall, however, not exceed 270 days in the entire period of service.

146. For the purpose of Extraordinary leave under rule 145 all continuous service rendered prior to 1st January 1955 in I.A.C./integrating airlines shall also be taken into account.

*147. **Special Leave for injuries during sporting activities.**—An employee who takes part in any sport in a recognised tournament as a duly authorised representative of the I.A.C. and sustains an injury while actually participating in an event of the tournament shall be eligible for the grant of special leave. This leave will be granted only on the recommendation of the Medical Officer.

147A. **Special Casual Leave.—A permanent employee or a temporary employee who has completed one year's service, who is a sportsman of All-India repute and who takes part in sporting events, tournaments and matches of national or international importance held either in India or abroad shall be eligible for the grant of Special Casual leave subject to the conditions mentioned in clauses (i) and (ii) below:

(i) The total period of Special Casual leave shall not exceed 30 days in any one calendar year. Any period of absence in excess of 30 days should be treated as regular leave of the kind admissible under the Service Rules. This leave can be combined with regular leave but not with ordinary Casual leave.

(ii) The Special leave may be allowed only:—

(A) for participation in sporting events of national or international importance; and

(B) when the employee concerned is selected or called for trial, for such participation.

(a) in respect of international sporting events, by any one of the following organisations as a member of a team which is accepted as representative on behalf of India:—

(1) The All-India Foot-ball Federation,

(2) The Indian Hockey Federation.

(3) The Board of Control for Cricket in India,

*This Rule takes effect from 1st June 1956.

**This Rule takes effect from 5th November, 1956 and govern cases pending on the date.

- (4) The Indian Olympic Association,
- (5) The All-India Lawn Tennis Association,
- (6) The Table-Tennis Federation of India,
- (7) The All-India Badminton Association,
- (8) The All-India Women's Hockey Association, and
- (9) The National Rifle Association, India or
- (b) in respect of events of national importance when the sporting events in which participation takes place, is held on an inter-state, inter-zonal or inter-circle basis, and the employee concerned takes part in the event in a team as a duly nominated representative on behalf of the State, Zone or Circle as the case may be, or
- (c) in respect of an event in a recognised sport in a tournament organised under the authority of the I.A.C., or
- (d) in respect of any other event or tournament in which the I.A.C. decides to enter its official team.

NOTE.—This concession is not to be allowed for participation either in a national or international sporting event in which such participation of the employee concerned takes place in the personal capacity and not in a representative capacity.

148. **General Conditions Regarding All Kinds of Leave:**—No kind of leave can be claimed as of right. The authority empowered to grant leave has the discretion to refuse or revoke leave according to the exigencies of the Corporation's work.

149. All leave shall be applied for in writing addressed to the appropriate authority within the time prescribed by the relevant rule.

150. Sundays or holidays may not be prefixed or suffixed to any type of leave except with the prior permission of the appropriate authority. When so allowed they shall not be counted as part of the leave.

151. A Sunday or holiday falling between the first and the last days of any leave period shall count as part of the leave.

152. If leave is refused, postponed, or revoked, the reason therefore shall be communicated to the employee concerned.

153. All leave at the credit of an employee shall lapse on the date of retirement or termination of service. Provided, however, that in case of Privilege leave admissible and applied for in writing, well ahead of the date of retirement, and refused in writing by the competent authority in the interest of the Corporation, the employee may be granted, from the date of retirement, the amount of Privilege leave so refused.

154. When an employee, who has exhausted the full period of Sick leave due to him, requires more leave on grounds of sickness he can be granted Privilege/Casual leave in continuation of Sick leave. Thus, whilst Privilege/Casual leave can be availed of either on grounds of sickness or for private affairs, Sick leave can be availed of only on grounds of sickness.

*NOTE.—Sick leave, which can be availed of only on grounds of sickness can also be granted in continuation of Privilege/Casual leave irrespective of whether the latter leave is taken on grounds of sickness or otherwise.

155. The grant of half a day's leave is not allowed to an employee. Any such leave availed of will count as a full day.

156 to 158: **Blank.**

CHAPTER IX

****159. Compensation:**—The Corporation shall pay compensation in the under-mentioned circumstances and at the rates indicated below. Such compensation is

*This takes effect from 24th March, 1958.

**The revised clause (ii) and clauses (iii) and (iv) of this Rule take effect from 22nd July 1957 and govern cases pending on the date.

payable only when the death or an injury is caused by an accident during or as a result of, air journey performed on duty:—

(i) *Death resulting from air journey on duty:*

Monthly Basic Pay

	Rs.		Rs.	Rs.
Upto	70			3,500
Exceeding	70	& not exceeding	150	6,000
"	150	"	250	8,000
"	250	"	400	10,000
"	400	"	600	12,000
"	600	"	800	14,000
"	800	"	1,000	16,000
"	1,000	"	1,500	18,000
"	1,500	"	"	20,000

(ii) *Permanent Total Disablement.*—The compensation in such cases shall be 120% of the corresponding death compensation as per clause (i) above.

Permanent total disablement means total and irrecoverable loss of sight of both eyes or of two limbs by physical separation at or above the wrist or ankle as the case may be or of such loss of sight of one eye and such loss of one limb.

(iii) *Permanent Partial Disablement.*—The compensation payable in cases of permanent partial disablement shall be such percentage of the corresponding death compensation as represents the extent of loss of earning capacity of the employee. The percentage of loss of earning capacity is indicated below:—

Injury	Percentage of loss of earning capacity
Loss of right arm above or at the elbow	70
Loss of left arm above or at the elbow	60
Loss of right arm below the elbow	60
Loss of leg at or above the knee	60
Loss of left arm below the elbow	50
Loss of leg below the knee	50
Permanent total loss of hearing	50
Loss of sight of one eye	30
Loss of thumb	25
Loss of all toes of one foot	20
Loss of one phalanx of thumb	10
Loss of index finger	10
Loss of great toe	10
Loss of any finger other than index finger	5

Where permanent partial disablement does not result in lowering the employees' normal earning capacity the Corporation's liability in such cases shall be restricted to providing such medical facilities as are admissible under the Service Rules.

(iv) *Temporary Disablement.*—The employee shall be eligible for the grant of Accident & Disability leave on full Basic Pay plus Dearness Allowance and Place Allowance, where admissible, up to a period of 90 days in accordance with the provisions of Rules 135 to 137. Thereafter, the employee may be granted, by the General Manager, Accident & Disability leave on half of the total Basic Pay plus Dearness Allowance plus Place Allowance, where admissible, for such further period (not exceeding 274 days) as may be decided by the General Manager. The Corporation shall meet the cost of reasonable medical treatment as laid down in Rule 161.

NOTE.—As soon as an employee is declared to have incurred permanent disablement, total or partial, he will become eligible for payment of compensation as per clauses (ii) or (iii) above as the case may be less all other payments that have been made to him under clause (iv) above. The payments made under clause (iv) above are therefore to be treated as provisional.

*160. Traffic staff/Ground staff shall, when detailed on flight duty as Purser/Second Class Navigators as a necessary complement of the crew, be eligible for compensation at the undermentioned rates when the death or an injury is caused by an accident during or as a result of air journey performed as a member of the crew in the Corporation service.

(i) Death resulting from air journey on duty Rs. 15,000/-

(ii) *Permanent Total Disablement*.—The compensation in such cases shall be 120% of the corresponding death compensation as per clause (i) above.

Permanent total disablement means total and irrecoverable loss of sight of both eyes or of two limbs by physical separation at or above the wrist or ankle as the case may be or of such loss of sight of one eye and such loss of one limb.

(iii) *Permanent Partial Disablement*.—The compensation payable in cases of permanent partial disablement shall be such percentage of the corresponding death compensation as represents the extent of loss of earning capacity of the employee.

The percentage of loss of earning capacity is indicated below:—

Injury	Percentage of loss of earning capacity
Loss of right arm above or at the elbow	70
Loss of left arm above or at the elbow	60
Loss of right arm below the elbow	60
Loss of leg at or above the knee	60
Loss of left arm below the elbow	50
Loss of leg below the knee	50
Permanent total loss of hearing	50
Loss of sight of one eye	30
Loss of thumb	25
Loss of all toes of one foot	20
Loss of one phalanx of thumb	10
Loss of great toe	10
Loss of index finger	10
Loss of any finger other than index figure	5

Where permanent partial disablement does not result in lowering the employee's normal earning capacity the Corporation's liability in such cases shall be restricted to providing such medical facilities as are admissible under the Service Rules.

(iv) *Temporary Disablement*.—The employee shall be eligible for the grant of Accident & Disability leave on full Basic Pay plus Dearness Allowance and Place Allowance, where admissible, up to a period of 90 days in accordance with the provisions of Rules 135 to 137. Thereafter, the employee may be granted, by the General Manager, Accident & Disability leave on half of the total of Basic Pay plus Dearness Allowance plus Place Allowance, where admissible, for such further period (not exceeding 274 days) as may be decided by the General Manager. The Corporation shall meet the cost of reasonable medical treatment as laid down in Rule 161.

NOTE.—As soon as an employee is declared to have incurred permanent disablement, total or partial, he will become eligible for payment of compensation as per clauses (ii) or (iii) above as the case may be less all other payments that have been made to him under clause (iv) above. The payments made under clause (iv) above are therefore to be treated as provisional.

*In respect of traffic staff clause (i) of this Rule takes effect from 16th April 1956, clauses (ii), (iii) and (iv) take effect from 22nd July 1957 and govern cases pending on the date.

161. The Corporation shall, at its own expense, provide all reasonable medical aid or bear expenses thereof, as certified by the Medical Officer, for an injury suffered by an employee in the due performance of his duties and not arising out of his negligence or default.

162. **Blank.**

CHAPTER X

163. **Medical Facilities.**—Medical facilities will be provided for the employees of the Corporation as laid down in Rules 164 to 170. No member of the employee's family is eligible for any of these facilities.

164. **Medical Attendance and Treatment.**—** (a) Employees are entitled to free medical consultation at the Corporation's dispensary during such consulting hours as may be notified from time to time.

** (b) An employee desirous of consulting a Medical Officer at his (employee's) residence shall have to pay the transport expenses for journeys to and from the employee's residence.

(c) All medicines prescribed by the Corporation's Medical Officer shall be dispensed at the Corporation Dispensary. A Dispensary where maintained should be kept open for the duration of the shifts and a qualified Compounder should be on duty throughout.

In exceptional cases, when it is not possible to dispense the prescriptions at the Corporation's dispensary due to non-availability of medicines or the Corporation dispensary being closed, an employee may, with the prior approval of the Medical Officer, get the prescription dispensed at a local Chemist's shop approved for the purpose. The cost of such medicines will be reimbursed to the employee who will present the cash memo, duly countersigned by the Medical Officer, to the Chief Accounts Officer concerned.

*NOTE.—The Corporation shall not provide such patent medicines as tonics, cough drops, recuperatives, vitalisers, etc., etc. The cost of all such medicines when prescribed by the Medical Officer shall be borne by the employee.

165. As far as possible arrangements will also be made with local hospitals/Institutions recognised by a State Government for:—

- (i) Indoor treatment, including surgical operations,
- (ii) Pathological or X-ray examinations;
- (iii) Consultation with specialists.

166. **Indoor treatment or operations.—A Medical Officer may, when he considers it necessary, refer an employee to a local hospital or a recognised institution for indoor treatment or surgical operation. The cost (excluding diet charges, if any, included in the bill) shall be borne by the Corporation, except that, in the case of employees whose Basic Pay is Rs 100/- or below, the diet charges, when paid to the hospital/institution, will also be borne by the Corporation. The type of accommodation to be provided in the hospital/institution will depend on the status of the employee and shall require the prior approval of the Corporation's Medical Officer.

167. **Pathological or X-ray examination.**—A medical Officer may ask a local hospital or a recognised institution or a private practitioner to carry out such pathological and/or X-ray examination as may be considered necessary by him. Charges for such examination will be borne by the Corporation.

***168. **Consultation with specialists.**—A medical Officer may, when he considers it necessary, send an employee to a local hospital or a recognised institution or a private practitioner for specialist advice e.g. in regard to diseases of the eye, nose ear, throat or for dental treatment. Such consultation shall also include testing of eye-sight for glasses subject to the condition that spectacles, artificial

*This takes effect from 27th August 1955.

**This Rule takes effect from 27th August 1955.

***This Rule takes effect from 27th August 1955.

dentures, hearing aids etc., when recommended by the specialist, shall be procured by the employee at his own expense. The Corporation will bear the consultation fee or examination charges or the cost of dental treatment. The dental treatment as authorised in this rule covers only the extraction of teeth and gum treatment.

169. Tuberculosis.—In the case of an employee suffering (or suspected to be suffering) from Tuberculosis, a Medical Officer will send him with full particulars of the patient's case to a local Public Tuberculosis Hospital/Centre or a specialist for expert opinion. If the Tuberculosis Specialist thus consulted recommends ambulatory treatment, such treatment will be given by the Medical Officer of the Corporation on the periodical advice given by the Specialist. The Corporation, shall on the advice of its Medical Officer, and to the extent of the period of leave due and/or authorised, endeavour to provide free hospitalisation in government hospitals or approved sanatoria to an employee suffering from Tuberculosis.

NOTE.—The term hospitalisation is taken to mean all facilities provided in the particular hospital or sanatorium.

170. Leprosy.—An employee suffering from leprosy will be provided with Medical facilities similar to those laid down in Rule 169.

***171. Conveyance of employees falling sick at work.**—When an employee falls sick at work, he shall be provided, free of any charge, the necessary conveyance to hospital. When the attending Medical Officer considers it necessary he may be conveyed to his residence also. If such an employee cannot be carried in the Corporation transport, the cost of carrying him in an ambulance or in a hired conveyance shall be borne by the Corporation.

CHAPTER XI

FREE AND CONCESSIONAL AIR PASSAGES

172. The grant of free/concessional air passages to the employees shall be regulated as laid down in Rules 173 to 180.

173. (a) A permanent employee, or a temporary employee who has completed one year's service, may be granted, during each calendar year, two free return air passages (one for the employee and one for the employee's wife/husband as the case may be). In addition, such an employee may be granted, during each calendar year, not more than three concessional return air passages on payment of 25% of the scheduled fare.

(b) The return passage mentioned above comprises of two single tickets for a journey between the same two points performed by the same person and the splitting up of such a passage into two separate single passages is not permissible. Applications for the grant of free/concessional passages will normally be made for a passage to and from the same points and shall be authorised as such. Once such a passage is sanctioned a debit to the passage account of the individual shall be raised accordingly.

(c) In cases in which an employee applies for only a single passage from point 'A' to point 'B', it would be granted to him provided that the free/concessional air passage for the return journey (from point 'B' to point 'A' in respect of the same person) may be granted to him subject to the condition that no relaxation of the period of validity for the return journey ticket, laid down in rule 177 shall be permissible in such a case. Irrespective of whether or not the employee utilises the return passage his passage account shall be debited with one return passage.

(d) The air passages will normally be available by the shortest or the cheapest route. In cases, however, where two places are connected by a non-stop service as well as a stopping service, air passages may be provided by either. No break of journey on free/concessional air passages is permissible.

(e) An infant in arms, though not provided with a seat, will count against concessional passages if the employee wishes to avail of the infant's passage at 2½% of the scheduled fare or transfers his free passage to the infant. If however, he chooses to pay the normal infant's fare (i.e. 10% of the scheduled fare), the passage will not count against his entitlement of concessional/free passage.

(f) On certain sectors the Corporation issues return tickets at a cost less than the cost of the two single fares. The 75% rebate authorised on concessional staff

*This Rule takes effect from 30th November 1955.

passages shall be based on the sum of the two single journey fares and not on the reduce return fare between the two stations.

174. The passages shall be allowed subject to accommodation being available and after all paying traffic is accommodated.

NOTE.—The term 'subject to accommodation being available' mentioned in the above rule shall be interpreted to mean that an employee shall be accommodated only when a through passage is available on a service after making due provision for fare paying priority passengers. In other words, the load factor shall be taken into account at the point of embarkation, and care taken to ascertain that the required space would be available throughout before embarkation is permitted. When, however, an employee is willing to take a chance at intermediate stations and requests, in writing, for being given a passage which may involve his being off-loaded at one or more stations *en route*, a passage may be granted to him on that basis, at his own risk.

175. All the above mentioned passages (except the free passage for the employee's wife/husband) will be transferable to the employee's wife/husband, dependent children and/or dependent parents. The free passage authorised for the wife/husband of the employee is not transferable.

NOTE.—The rules regarding the grant of a free passage to the husband of a female employee takes effect from 22nd May, 1956.

176. Free/concessional air passages may be provided to all I.A.C. stations on regular scheduled services, including those outside India.

177. The above passages shall be non-cumulative. A ticket for free/concessional air passage shall be valid for commencement of the journey as follows:—

- (i) Outward Journey—within three months from the date of the issue of the ticket, or the end of the calendar year to which the concession relates, whichever is earlier.
- (ii) Return Journey—Within three months from the date of the issue of the ticket for outward journey or by the 31st January of the year following that to which the concession relates, whichever is earlier.

The above applies to domestic as well as international sectors. No extension or revalidation of the tickets is permissible.

NOTE 1.—An application for the grant of free/concessional passages shall be made, in the prescribed form, at the station of origin and the same shall be exchanged with a ticket (tickets) for the outward/return journeys within 2 months from the date of issue of the authorisation form.

NOTE 2.—If a Rebate Authorisation Form is neither exchanged with a ticket nor surrendered for cancellation within the prescribed period of two months, the passage sanctioned on that Form shall be deemed to have lapsed.

NOTE 3.—If after a ticket has been obtained in exchange of a Rebate Authorisation Form, the employee surrenders it before the expiry period of its availability, the authority that issued the R.A. form may, if satisfied with the circumstances under which the cancellation is sought, allow the R.A. form to be cancelled and the passage account amended. The employee will then be eligible to apply for another passage in lieu. This concession will not apply to a ticket in respect of which the outward journey has been performed.

178. The above air passages shall not be claimed by any employee of the Corporation as of right, but shall be sanctioned at the discretion and convenience of the Corporation.

NOTE.—No excuse shall be made by an employee granted free/concessional passages for not returning to duty in time on account of non-availability of a seat in the aircraft and responsibility for rejoining duty on the appropriate date shall be solely that of the employee.

179. Any unauthorised use of the free or concessional passage granted to an employee is liable to be construed as a misconduct and may also entail permanent forfeiture of the privilege for free and concessional passages.

180. An employee or the member of his family or dependent parent travelling in the aircraft of the Corporation on free/concessional air passages shall do so entirely at his risk and shall be governed by the terms and conditions subject to which ticket is normally issued by the Corporation to a paying passenger and such terms and conditions shall be binding on the employee as well as on the member of his family or the parent, his heirs and legal representatives and all other persons claiming or purporting to claim under him or them.

CHAPTER XII

181. **Uniforms**—The Corporation shall provide uniforms, free of charge, to such of the employees whom the Corporation may declare to be required to wear the same. The scale of the uniforms shall be such as may be determined by the Corporation from time to time

NOTE.—This rule also applies to all temporary employees other than those who are recruited only for a short period e.g. in a leave vacancy.

CHAPTER XIII

182. **Discipline and appeals**.—The Corporation may from time to time issue standing orders governing the conduct of their employees. A breach of these orders will amount to misconduct.

183. Every employee shall have the right to appeal, within such time and in accordance with such terms as may be prescribed by the Corporation, against an order or punishment or penalty passed against him, to a competent authority except where the order has been passed by the Corporation themselves.

CHAPTER XIV

184. **Holidays**.—The number of festival holidays allowed in a year to Corporation's employees shall not exceed 15, including the three national holidays namely, Republic Day, Independence Day, and Mahatma Gandhi's Birthday. A list of holidays to be allowed in each case will be published before the beginning of each Calendar year.

185. **Substitute 'day off'**.—Employees in grades 13 and above who are required to work on a holiday may be given a substitute 'day off' normally by the close of the following week. (See also rule 58).

*186. An employee in grades 1 to 12 who is required to work on a Sunday or on his weekly 'off' day shall be given a substitute 'day off'. The substitute 'day off' shall, in the case of employees governed by the Factories Act be allowed in accordance with the provisions of the Factories Act. For other employees the substitute 'day off' shall be allowed within seven days of the Sunday or the weekly 'off' day on which the employee works. No accumulation of such a 'day off' is permissible.

NOTE.—A Substitute 'day off' can be combined with Casual leave or a holiday or a Sunday. Its combination with any other kind of leave is not permissible.

CHAPTER XV

187. **Working Hours**.—All employees will, according to the nature of duties assigned to and performed by them, be classified, from time to time, into the following two categories:—

- (a) Those observing 38 hours work per week including a daily break of half an hour on all working days except Saturdays.
- (b) Those observing 44 hours work per week including a daily break on half an hour on all working days (except Saturdays for non-shift employees).

188. The actual hours of daily work shall be such as are notified from time to time by the Area Manager at Base (Chief Administrative Officer in the case of Headquarters staff).

*This revised Rule takes effect from 13th March, 1958.

CHAPTER XVI

189. **Retirement Benefits.**—Every employee who has completed one year's continuous service shall, subject to the Rules to be made hereafter in this behalf, contribute to the Contributory Provident Fund each month a minimum of 8-1/3 per cent. and a maximum of 18 per cent. of his Basic Pay. The Corporation's contribution to the Fund shall, however, be limited to 8-1/3 per cent. of his Basic Pay.

190. The Corporation's contribution to the Fund is payable to the employee after five years of membership of the Fund. Subject to this and the other Rules to be made hereafter in this behalf, all the accumulated balance to the credit of an employee on the day he ceases to be an employee of the Corporation, is payable to him or his nominee or nominees or executors.

APPENDIX I

Scales & Designation of General Employees.
(See Rules 3 & 19)

(i) HEADQUARTERS

(a) Headquarters Offices

(b) Central Revenue Accounts Branch

Grade	Pay Scale	Designation
1	50—2—80	Sweeper Washerman Gardener Peon Chowkidar/Guard/Durwan Bearer (¹) Loader
2	60—3—90	Daftry (²) Driver Duplicator Operator Dresser Head Peon/Jamadar Head Chowkidar/Guard/Durwan Head Bearer
3	70—4—122	Junior Office Assistant Junior Accounts Assistant Typist Comptist Compounder Telephone Operator Senior Driver Junior Cashier Teleprinter Operator
4	100—6—172	Junior Office Assistant Junior Accounts Assistant Typist Comptist Compounder Telephone Operator Teleprinter Operator Junior Cashier
5	140—8—220	Office Assistant Accounts Assistant Receptionist Technical Assistant

(¹) Introduced with effect from 24th April, 1957.

(²) Introduced with effect from 7th March, 1955.

Grade	Pay Scale	Designation
		Chief Telephone Operator Library Assistant (¹) Nurse Stenographer Cashier
6	190—10—300 . . .	Office Assistant Accounts Assistant Receptionist Technical Assistant Chief Telephone Operator Library Assistant (¹) Nurse Stenographer Cashier
7	220—12—340. . .	Office Superintendent Accounts Superintendent Librarian (¹) Head Nurse Confidential Stenographer Chief Cashier
8	340—15—550 (Selection Grade)	Office Superintendment Accounts Superintendent Librarian (¹) Head Nurse Private Secretary Confidential Stenographer (¹) Chief Cashier
9	340—15—550. . .	Sr. Examiner
10	250—15—370. . .	Traffic Officer Flight operations Officer Assistant Accounts Officer Assistant Audit Officer Stores & Supplies Officer Personnel Officer Medical Officer (¹) Secretary, Provident Fund
11	320—15—440. . .	Traffic Officer Flight Operations Officer Assistant Accounts Officer Assistant Audit Officer Stores & Supplies Officer Personnel Officer Medical Officer (¹) Secretary, Provident Fund
12	400—15—550. s . .	Traffic Officer Flight Operations Officer Assistant Accounts Officer Assistant Audit Officer Stores & Supplies Officer Personnel Officer Medical Officer (¹) Secretary, Provident Fund
13	550—25—750. . .	Senior Traffic Officer Senior Flight Operations Officer Accounts Officer Audit Officer Cost Accounts Officer

(1) Introduced with effect from 16th May, 1956.

(2) Introduced with effect from 10th January, 1956.

Grade	Pay Scale	Designation
		Statistics Officer Senior Stores & Supplies Officer Administrative & Personnel Officer Senior Medical Officer (¹) Aero Nautical Engineer
14	750—50—1050	Assistant Traffic Manager Chief Flight Operations Officer Senior Cost Accounts Officer Senior Statistics Officer Senior Administrative & Personnel Officer (²) Senior Medical Officer (³) Assistant Financial Comptroller Senior Accounts Officer (⁴) Aero Nautical Engineer
15	1050—50—1250	(³) Senior Assistant Financial Comptroller Additional Chief Audit Officer Additional Chief Cost Accounts Officer Additional Chief Statistics Officer Chief Publicity Officer Senior Chief Flight Operations Officer (⁴) Chief Personnel Officer.
16	1250—60—1550	Chief Audit Officer Chief Statistics Officer Chief Cost Accounts Officer ¹ Chief Medical Officer Engineering Superintendent Chief Flying Instructor (Grade pay plus Rs.125/-p.m.) Chief Check Pilot (Grade pay plus Rs.100/- p.m.)
17	1550—75—1850	Secretary Deputy Financial Comptroller Controller of Stores (⁶)[Chief Administrative Officer]
18	1850—75—2000	Joint Financial Comptroller
19	2000—125—2250	Financial Comptroller Chief Traffic Manager Chief Operations & Training Manager Engineering Manager

¹ Introduced with effect from 2nd July 1957.

² Introduced with effect from 24th November 1956.

³ Introduced with effect from 16th February 1955.

⁴ Introduced with effect from 1st March 1958.

⁶] The designation "Chief Administrative officer" in grade 16 was introduced with effect from 1st June 1955 and was deleted with effect from 22nd March 1958.

(⁶) [Substituted for the designation "Chief Personnel Manager" with effect from 22nd March 1958.

(ii) TRAFFIC DEPARTMENT

Grade	Pay Scale	Designation
1	50—2—80	Porter
2	60—3—90	Head Porter
3]	70—4—122	Junior Traffic Assistant
4	100—6—172	Junior Traffic Assistant

Grade	Pay Scale	Designation
5	140—8—220	Traffic Assistant
6	190—10—300	Traffic Assistant
7	220—12—340	Chief Traffic Assistant
9	340—15—550 (Selection Grade)	Chief Traffic Assistant
10	250—15—370	Traffic Officer
11	320—15—440	Traffic Officer
12	400—15—550	Traffic Officer
13	550—25—750	Senior Traffic Officer
14	750—50—1050	Assistant Traffic Manager
15	1050—50—1250	Deputy Traffic Manager
16	1250—60—1550	Senior Deputy Traffic Manager
17	1550—75—1850	Traffic Manager
18	1850—75—2000	Senior Traffic Manager

(iii) ACCOUNTS, COSTING AND STATISTICS DEPARTMENT

Grade	Pay Scale	Designation
3	70—4—122	Junior Accounts Assistant Junior Cashier Comptist
4	100—6—172	Junior Accounts Assistant Junior Cashier Comptist
5	140—8—220	Accounts Assistant Cashier
6	190—10—300	Accounts Assistant Cashier
7	220—12—340	Accounts Superintendent Chief Cashier
9	340—15—550 (Selection Grade)	Accounts Superintendent Chief Cashier
10	250—15—370	Assistant Accounts Officer Assistant Statistical Officer Assistant Cost Accounts Officer
11	320—15—440	Assistant Accounts Officer Assistant Statistical Officer Assistant Cost Accounts Officer
12	400—15—550	Assistant Accounts Officer Assistant Statistical Officer Assistant Cost Accounts Officer
13	550—25—750	Accounts Officer
14	750—50—1050	Senior Accounts Officer
15	1050—50—1250	Additional Chief Accounts Officer
16	1250—60—1550	Chief Accounts Officer

¹ Introduced with effect from 16th May 1956.

(iv) INTERNAL AUDIT DEPARTMENT

Grade	Pay Scale	Designation
2	60—5—90	¹ Stock verifier
3	70—4—122	Junior Audit Assistant
4	100—6—172	Junior Audit Assistant
5	140—8—220	Audit Assistant
6	190—10—300	Audit Assistant
7	220—12—340	Audit Superintendent

¹ Introduced with effect from 11th October 1955.

Grade	Pay Scale	Designation
9	340—15—550 (Selection Grade)	Audit Superintendent
10	350—15—370	Assistant Audit Officer
11	320—15—440	Assistant Audit Officer
12	400—15—550	Assistant Audit Officer
13	550—25—750	Audit Officer
14	750—50—1050	Senior Audit Officer

(v) STORES AND SUPPLIES DEPARTMENT

Grade	Pay Scale	Designation
1	50—2—80	Cleaner Loader
2	60—3—90	Improver
3	70—4—122	Junior Supplies Assistant Junior Stores Holder
4	100—6—172	Junior Supplies Assistant Junior Store Holder
5	140—8—220	Supplies Assistant Store Keeper
6	190—10—300	Supplies Assistant Store Keeper
7	220—12—340	Stores & Supplies Superintendent
8	340—15—550 (Selection Grade)	Stores & Supplies Superintendent
9	250—15—370	Stores & Supplies Officer
10	320—15—440	Stores & Supplies Officer
11	400—15—550	Stores & Supplies Officer
12	550—25—750	Senior Stores & Supplies Officer
13	1050—50—1250	Assistant Controller of Stores

Introduced with effect from 24th November 1956.

(vi) GENERAL ADMINISTRATION DEPARTMENT

(a) ADMINISTRATION AND PERSONNEL BRANCH

Grade	Pay Scale	Designation
1	50—2—80	Sweeper Washerman Gardener Peon Durwan/Chowkidar/Guard
2	60—3—90	Daftri Dresser Head Peon/Jamadar Head Gardener Head Sweeper Head Durwan/Chowkidar/Guard Duplicator operator
3	70—4—122	Junior Office Assistant Typist Telephone Operator, Teleprinter Operator Compounder

Grade	Pay Scale	Designation
		Junior Draughtsman Time Keeper ¹ Junior Security Assistant
4	100-6-172	Junior Office Assistant Typist Telephone Operator Teleprinter Operator Compounder Junior Draughtsman Time Keeper ¹ Junior Security Assistant
5	140-8-220	Office Assistant Library Assistant Stenographer Chief Telephone Operator ² Nurse Draughtsman Security Assistant
6	190-10-300	Office Assistant Library Assistant Stenographer Chief Telephone Operator ² Nurse Draughtsman Security Assistant
7	220-12-340	Office Superintendent Confidential Stenographer Librarian ³ Head Nurse Chief Draughtsman Security Superintendent ⁴ Passenger Relations Assistant
9	340-15-550 ⁵ Selective grade	Office Superintendent Private Secretary Confidential Stenographer Librarian ⁴ Head Nurse ⁴ Chief Draughtsman
10	250-15-370	Personnel Officer Security Officer Medical Officer ⁶ Passenger Relations Officer
11	320-15-440	Personnel Officer Security Officer Medical Officer ⁶ Passenger Relations Officer
12	400-15-550	Personnel Officer Security Officer Medical Officer ⁶ Passenger Relations Officer
13	550-25-750	Administrative and Personnel Officer Senior Medical Officer ⁶ Passenger Relations Officer
14	750-50-1050	Senior Administrative and Personnel Officer ⁷ Senior Medical Officer ⁶ Passenger Relations Officer
17	1550-75-1850	Deputy Area Manager
19	2000-125-2250	Area Manager

¹ Introduced with effect from 14th September 1958² Introduced with effect from 16th May 1956.³ Introduced with effect from 16th May 1957.⁴ Introduced with effect from 24th November 1956⁵ Introduced with effect from 21st May 1957.⁶ Introduced with effect from 14th May 1957.⁷ Introduced with effect from 24th November 1956⁸ Introduced with effect from 13th May 1957

(a) GENERAL ADMINISTRATION DEPARTMENT

(b) CATERING & CABIN SERVICING BRANCH

Grade	Pay Scale	Designation
1	50—2—80	Cleaner (Catering and Cabin) Cook-Help Bearer
2	60—3—90	Cook Head Bearer
3	70—4—122	Junior Catering Assistant
4	100—6—172	Junior Catering Assistant
5	140—8—220	Catering Assistant
6	190—10—300	Catering Assistant
7	220—12—340	Catering Superintendent
9	340—15—550 (Selection Grade)	Catering Superintendent
10	250—15—370	¹ Catering Officer
11	320—15—440	¹ Catering Officer
12	400—15—550	¹ Catering Officer

(c) SURFACE TRANSPORT BRANCH

Grade	Pay Scale	Designation
1	50—2—80	Cleaner (M.T.)
2	60—3—90	² Driver M.T. Mechanic
3	70—4—122	Senior Driver M.T. Mechanic ³ Junior Transport Assistant
4	100—6—172	³ Junior Transport Assistant M. T. Mechanic
5	140—8—220	Transport Assistant M.T. Mechanic
6	190—10—300	Transport Assistant M.T. Mechanic
7	220—12—340	³ Leading Hand (M.T.) Transport Superintendent
9	340—15—550 (Selection Grade)	Transport Superintendent
10	250—15—370	Transport Officer
11	320—15—440	Transport Officer
12	400—15—550	Transport Officer
13	550—25—750	Senior Transport Officer

¹Introduced with effect from 13th June 1955.

²Introduced with effect from 12th July 1955.

³Introduced with effect from 24th November 1956.

APPENDIX I—*contd.*

(iii) GROUND OPERATIONS (ASSOCIATED WITH FLYING BRANCH)

Grade	Pay Scale	Designation
3	70—4—122	Junior Operations Assistant
4	100—6—172	Junior Operations Assistant
5	140—8—220	Operations Assistant
6	190—10—300	Operations Assistant
7	220—12—340	Chief Operations Assistant
9	340—15—550 (Selection Grade)	Chief Operations Assistant
10	250—15—370	Flight Operations Officer Link Instructor
11	320—15—440	Flight Operations Officer Link Instructor
12	400—15—550	Flight Operations Officer Link Instructor Ground Instructor
13	550—25—750	Senior Flight Operations Officer Senior Link Instructor Senior Ground Instructor
14	750—50—1,050	Navigator Instructor Chief Flight Operations Officer Chief Ground Instructor

APPENDIX II

(See Rule 10)

FORM OF MEDICAL CERTIFICATE

I, do hereby certify that I have examined
 Shri. a candidate for employment in the
 department of the Indian Airlines Corporation and cannot discover that he/she has any disease,
 constitutional affection, or bodily infirmity, except.....
 I do not consider this a disqualification for employment in the Indian Airlines Corporation.
 Shri.'s age according to his/her own statement is.....
 years and, by appearance, about..... years.

(Name with designation of the
 Medical Officer)

APPENDIX III

(Rule 17)

INDIAN AIRLINES CORPORATION

Personal Service Record Clock No.

Name in full (block letters)

Father's name in full (block letters)

Home or Permanent address

Present address

Name and address of next of kin and
nominee of Provident Fund

Relationship

Date of birth

Married, Widower or Single

Mother-tongue

Language spoken

Nationality, Scheduled
Caste or Tribe (if any)

EDUCATIONAL OR TECHNICAL QUALIFICATIONS

Name of	Examination, Diploma or Degree	Class or distinction	Year
School			
University			
Technical institution			

PREVIOUS EXPERIENCE

Name of employer	Period of Service	Post held	Salary on leaving	Reason for leaving
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Specimen signature or Thumb Mark

Photo

Mark of identification

SERVICE IN THE INDIAN AIRLINES CORPORATION

Date of joining	Deptt	Grade	Designation	Monthly basis
				Monthly rated
				Daily rated

Temporary

Permanent

Probation from to date of confirmation

No	Date	Pay in scale	Personal Pay	D.A	P.A	Dearness Allowance	House Rent Allowance	Officer-in-charge Allowance	Leave Allowance	Other Allowance
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Raised to Grade

Increment

Reduced to Grade

Reduction in Salary

Reasons

TRANSFER

[illegible]

GENERAL & CONFIDENTIAL NOTES

Date of Leaving

SLD: annuities

Resignation
Any other reason

Conduct

Ability

Attendance

Enthusiasm

Other remarks if any

(NOTE: Adverse entries will be communicated in writing to the employee concerned.)

APPENDIX IV

Rule 71)

PROFORMA FOR EFFICIENCY BAR CERTIFICATE

in, "Certified that Shm/Smt. Designation.....
of his/her ability and integrity, is fit to occupy the Office of Bar."

Designation

APPENDIX V

(See Rule 51)

Foreign Allowance per month for employees who Basic Pay

Stations	is not exceeding Rs. 150	Exceeding Rs. 150 but not Rs. 300	Exceeding Rs. 300 but not Rs. 500	Exceeding Rs. 500 but not Rs. 750	*Exceeding Rs. 750 but not Rs. 1,250	Exceeding Rs. 1,250
<i>Pakistan</i>						
Karachi, Lahore, Dacca & Chittagong	100	150	200	250	300	350
<i>Burma</i>						
Rangoon	125	175	225	275	325	375
<i>Afghanistan</i>						
Kabul & Kandhar	125	175	225	275	325	375
<i>Nepal</i>						
Kathmandu & Pokra	80	110	140	170	200	230
Elsewhere	40	60	80	100	120	140
<i>Ceylon</i>						
Colombo	100	125	150	175	200	225

NOTE.—The above rates in respect of stations in Nepal are effective from 1st November, 1955.

*The old Rule did not provide for the group of employees drawing basic pay exceeding Rs. 1,000/- but not exceeding Rs. 1,250/- per month. This slab was revised with effect from 23rd April, 1955 so as to cater for the employees of the aforesaid category also.

APPENDIX VI

(Rule 105)

RATES OF DAILY ALLOWANCE IN COUNTRIES OUTSIDE INDIA

Name of country	Basic Pay of Rs. 750 & above	Basic Pay of Rs. 250 & above but below Rs. 750.	Basic Pay below Rs. 250
1	2	3	4
(1)** European Countries	†£ 4—10	£ 3—15	£ 3—15

† The rate of Daily Allowance in the case of under-mentioned officers is £ 6 per diem

Financial Comptroller
Chief Administrative Officer
Chief Operations & Training Manager
Chief Traffic Manager
Engineering Manager
Chief Audit Officer
Chief Accounts Officer (Revenue)

**These rates take effect from 1st January, 1957.

	1	2	3	4
Controller of Stores Area Manager Deputy Area Manager Traffic Manager Chief Accounts Officer				
(2) Hongkong		\$ 60 (HK)	\$ 45 (HK)	\$ 30 (HK)
(3) Ceylon		Rs. 35/-	Rs. 30/-	Rs. 25/-
(4) Pakistan		Pak. Rs. 30/-	Pak. Rs. 25/-	Pak. Rs. 15/-
(5) Nepal		Rs. 30/-	Rs. 20/-	Rs. 10/-
(6) Burma		Rs. 55/-	Rs. 40/-	Rs. 25/-
(7) Afghanistan		Rs. 25/-	Rs. 20/-	Rs. 15/-
(8) Indonesia		Rs. Rupiah 75/-	Rupiah 60/-	Rupiah 40/-
(9) Siam		Ticcals 240/-	Ticcals 200/-	Ticcals 160/-
(10) Malaya				
(a) Singapore	Straits	\$33	Straits	\$24.75
(b) Penag, Kuala Lumpur	"	\$20	"	\$15
(c) Elsewhere	"	\$15	"	\$11.25
(11) China	PB	\$25	PB	\$18.75
(12) Japan				
(a) Tokyo	Yens	4300	Yens	3225
(b) Elsewhere	"	4100	"	3075
(13) *Indo China				
(a) Saigon	Piastres	740	Piastres	555
(b) Hanoi & Haphu g	"	400	"	300
(c) Vientiane	"	645	"	484
(d) Phnom Penh	"	370	"	278
(e) Elsewhere in Indo-China	"		"	
(Combdia, Laos, North Vietnam, South Vietnam)	"	365	"	274
(14) Iraq				
(a) Baghdad & Basra	I.D.	3.000	I.D.	2.250
(b) Elsewhere	I.D.	2.500	I.D.	1.875
(15) Egypt				
(a) Cairo, Port Said & Alexandria	£ E.	2.50	£ E.	1.875
(b) Elsewhere	£ E.	2.00	£ E.	1.50
(16) East & Central Africa				
(a) Northern Rhodesia	Sh.	40	Sh.	30
(b) Kenya, Tanganyika, Uganda, Zanzibar, Southern Rhodesia & Nyasaland	Sh.	30	Sh.	22.50
(17) Belgian Congo				
(a) Leopold Ville, Stanley Ville & Costerman Ville	Francs	490	Francs	367.5
(b) Elizabeth Ville	"	460	"	345
(c) Elsewhere	"	350	"	262.5
(18) Abyssinia				
(a) Ethiopia	E \$	17.50	E \$	13.125
(b) Britre	"	11.00	"	8.25
(19) Madagascar	Frs. African	1600	Frs. African	1200
†(20) Mauritius		36 Sh.		27 Sh.
				18 Sh.

*These rates take effect from 1st January, 1956.

†These rates take effect from 1st June, 1956.

	1	2	3	4
<i>(21) Australia</i>				
(a) Canberra, Melbourne Adelaide, Sydney, Perth Hobart & Brisbane	Sh. (A)	80	Sh. (A)	60
(b) Elsewhere	"	60	"	45
(22) Formosa	\$ 100 N. T.		\$ 75 N.T.	\$ 50 N.T.
<i>(23) Saudi Arabia</i>				
(a) Jeddah	60	Riyals	45.00	Riyals
(b) Riyadh	83	"	62.25	"
(c) Dhahran	70	"	52.50	"
(d) Alkhobar	49	"	36.75	"
(e) Elsewhere in Saudi Arabia	25	"	18.75	"
(24) Cyprus	38 Sh.		28.5 Sh.	19 Sh.
(25) Aden	50 BR. E.A. Sh.		37.5 BR. E.A. Sh.	25 BR. E.A. Sh.
<i>(26) Iran</i>				
(a) Tehran	700	Rials	525	Rials
(b) Abadan	475	"	356.25	"
(c) Shiraz	415	"	311.25	"
(d) Elsewhere in Iran	300	"	225	"
<i>(27) Persian Gulf</i>				
(a) Bahren	42	I.Rs.	31.5	I.Rs.
(b) Kuwait				
(i) 1st May to 30th Sept.	79	"	59.25	"
(ii) 1st Oct. to 30th April	60	"	45	"
(c) Elsewhere in Kuwait State including Gulf Hotel at Kuwait	60	"	45	"
(d) Elsewhere in Persian Gulf	28	"	21	"
<i>(28) West Indies</i>				
(a) Curacao	Sh. 40		Sh. 30	Sh. 20
(b) Trinidad	Sh. 65		Sh. 48/6	Sh. 32/6

NOTE.—Unless otherwise specified, the rates are in Indian Currency.

* These rates take effect from 1st November, 1956.

† These rates take effect from 1st January, 1956.

‡ These rates take effect from 1st June, 1957.

§ These rates take effect from 1st June, 1956.

|| These rates take effect from 1st August, 1957.

[No. Fin Rules 110.]

S. C. MUKERJI, Secy.

MINISTRY OF COMMUNITY DEVELOPMENT & COOPERATION
(Department of Cooperation)

New Delhi, the 24th February 1960

G.S.R. 303.—In exercise of the powers conferred by section 52 of the Agricultural produce (Development and Warehousing) Corporations Act, 1956 (28 of 1956) the Central Government hereby makes the following further amendments in the Agricultural Produce (Development and Warehousing) Corporations Rules, 1956, namely:—

In the said rules,—

(1) In rule 3, for item (iii), the following item shall be substituted, namely —

“(iii) The Cooperation Commissioner in the Department of Cooperation, Ministry of Community Development and Cooperation, Government of India”;

(2) In rule 11, for item (i), the following item shall be substituted, namely

“(i) The Cooperation Commissioner in the Department of Cooperation, Ministry of Community Development and Cooperation, Government of India”

[No 11-2/60-Plan(I)]

G.S.R. 304.—In exercise of the powers conferred by clause (1) of sub-section (2) of section 3 of the Agricultural Produce (Development and Warehousing) Corporations Act, 1956 (28 of 1956), the Central Government has nominated the Cooperation Commissioner in the Department of Cooperation, Ministry of Community Development and Cooperation, as a member of the National Cooperative Development and Warehousing Board in place of the Cooperation Commissioner in the Department of Agriculture, Ministry of Food and Agriculture, Government of India and hereby makes the following further amendment in the notification of the Government of India, in the Ministry of Food and Agriculture No F 8-1/56-Coop.I, dated the 31st August, 1956 namely:—

In the said notification, for the entry,—

“3. Cooperation Commissioner in the Department of Agriculture, Ministry of Food and Agriculture, Government of India—Ex-officio”,

the following entry shall be substituted, namely:—

“3 Cooperation Commissioner in the Department of Cooperation, Ministry of Community Development and Cooperation, Government of India—Ex-officio”

[No 11-2/60-Plan(I)]

G.S.R. 305.—In pursuance of section 10 of the Agricultural Produce (Development and Warehousing) Corporations Act, 1956 (28 of 1956), read with Rules 11 and 12 of the Agricultural Produce (Development and Warehousing) Corporations Rules, 1956, the Central Government has appointed the Cooperation Commissioner in the Department of Cooperation, Ministry of Community Development and Cooperation, who is a member of the National Cooperative Development and Warehousing Board as a member and the Vice-Chairman of the Executive Committee of the said Board and hereby makes the following further amendments in the notification of the Government of India in the late Ministry of Agriculture No F 8-4/56-Coop.I, dated the 1st November 1956 namely:—

In the said notification,—

(i) in paragraph 1, for the item

“(2) Cooperation Commissioner in the Department of Agriculture, Ministry of Food & Agriculture, Government of India”;

the following item shall be substituted, namely:—

“(2) Cooperation Commissioner in the Department of Cooperation, Ministry of Community Development & Cooperation; Government of India”;

(ii) In paragraph 2, for the words, "Cooperation Commissioner in the Department of Agriculture, Ministry of Food and Agriculture", the words "Cooperation Commissioner in the Department of Cooperation, Ministry of Community Development & Cooperation", shall be substituted.

[No. 11-2/60-Plan(iii).]

G.S.R. 306.—In pursuance of section 17 and section 21 of the Agricultural Produce (Development and Warehousing) Corporations Act, 1958 (28 of 1958), the Central Government hereby directs that the Cooperation Commissioner in the Department of Cooperation Ministry of Community Development and Cooperation, who is a member and the Vice-Chairman of the Executive Committee of the National Cooperative Development and Warehousing Board shall be a director of the board of directors and the Vice-Chairman of the said board of directors of the Central Warehousing Corporation and makes the following further amendments in the notification of the Government of India, in the late Ministry of Agriculture No F. 18-16/56-Coop (Programme), dated the 26th February, 1957, namely:—

In the said notification,—

(i) In paragraph 1, for item "2. Cooperation Commissioner in the Department of Agriculture, Ministry of Food and Agriculture, Government of India", the following item shall be substituted, namely:—

"2 Cooperation Commissioner in the Department of Cooperation, Ministry of Community Development and Cooperation, Government of India".

(ii) In paragraph 2, for the words—

"Cooperation Commissioner in the Department of Agriculture, Ministry of Food and Agriculture, the words, "Cooperation Commissioner in the Department of Cooperation, Ministry of Community Development and Cooperation" shall be substituted.

[No. 11-2/60-Plan(iv).]

R. VENGU, Under Secy.

MINISTRY OF FOOD & AGRICULTURE (Department of Agriculture)

New Delhi, the 3rd March 1960

G.S.R. 307.—In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following further amendments to the Central Fisheries Technological Research Station (Recruitment to Class III and Class IV Posts) Rules, 1958, published with the notification of the Government of India in the Ministry of Food & Agriculture (Department of Agriculture) G.S.R. No. 394 at pages 481—483 of Part II. Section 3(i) of the Gazette of India, dated 23rd March, 1959, namely:—

In the said Schedule, after item (13) and the entries relating thereto, the following items and entries shall be inserted, namely:—

Statement showing the qualifications etc. prescribed for the recruitment to certain Class III and Class IV

Name of post.	No. of posts (Classification & whether Gazetted or Non- Gazetted.	Whether Ministerial or non- ministerial	Scale of pay	Whether selection or non- selection for purpose of promotion.	Age for direct recruit- ment.
1	2	3	4	5	6
14. Rollerman	(One) General Central Service Class III Non- Gazetted.	Non- ministerial.	Rs. 60-5/2-75 5-105.	..	Below 25 years.
15. Mechanic	(One) General Central Service Class IV Non- gazetted.	Non- ministerial.	Rs. 40-2-60	..	Below 25 years
16. Khalasi	(Two) General Central Service Class IV Non- gazetted.	Do.	Rs. 30-1/2-35	..	Below 25 years.
17. Boat Building Mistr.	(One) General Central Service Class III Non- gazetted	Do.	Rs. 100-5-125 5-155-EB- 6-185.	Not applicable.	Below 45 Years

posts at the Central Fisheries Technological Research Station, Cochin.

Educational qualifications prescribed.	Whether any educational qualification prescribed for direct recruitment will apply in case of promotion or transfer.	Method of recruitment whether by direct recruitment or by promotion or by transfer & percentage of vacancies to be filled up by various modes.	In case of vacancies filled up by promotion transfer grades sources from which transfers are to be made.	Probation period if any	If D.P.C. exists of recruitment by promotion composition thereof.
7	8	9	10	11	12
(1) A Second Class certificate as Boilerman	Does not arise	100% by direct recruitment.	Does not arise.	Two years.	No.
(2) 5 years experience in Boiler maintenance, i.e. operations, and steam installation and maintenance of steam lines					
(1) A second Class electrical Wireman's license.	Does not arise.	Do.	Do.	Two years.	No.
(2) Knowledge of upkeep and running of motors, running of pumps, repair of water lines and plumbing.					
(3) 5 years experience of maintenance of factory electrical installations and plumbing and experience in boiler operation and maintenance.					
Experience in Ice Factory desirable	Do.	Do	Do	Two years.	No
Literacy in English and local language, practical experience in timber selection, boat building carpentry, boat designs, drawings, Mold lofts and constructional details to make model boats, at least five years' practical experience.	Not applicable.	Do	Do.	Two years.	

Desirable :

Experience in supervision and construction of modern fishing boats, knowledge of Hindi and other regional languages.

1	2	3	4	5	6
48. Carpenter	(Two) General Central Service Class III Non- gazetted	Non- Ministerial.	Rs. 60— 5/2— 75	Not applicable	Below 45 years

(1) @The upper age limit prescribed for direct recruitment shall be relaxed in the case of orders issued from time to time by the Government of India.

(2) (a) No male candidate who has more than one wife living shall be eligible for appointment grounds for doing so, except any such male candidate from the operation of this rule.

(b) No female candidate who has married a person having already a wife living shall be eligible that there are special grounds for doing so, exempt any such female candidate from the operation

	8	9	10	11	12
Literacy in local language, three to five years' experience in boat building should be able to understand boat designs, drawings, mold lofts and construction details	Does not arise	100% by direct recruitment	Not applicable	Two years	

Desirable

Experience in fish boat construction and knowledge of English and regional languages

Scheduled Castes/Tribes, displaced persons and other special categories in accordance with general

to any of these posts; provided that the Government of India may, if satisfied that there are special

for appointment to any of these posts, provided that the Government of India may, if it is satisfied of this rule

[No. 3-110/58-FY(I)]

New Delhi, the 7th March 1960

G.S.R. 308.—In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following further amendment in the schedule to the Deep Sea and Offshore Fishing Stations (Recruitment to Class I & Class II posts) Rules, 1959, as notified in this Ministry's Notification No. F. 3-32/58-FY(D) dated 13th October, 1959.

Amendment No. 2

Add the following word and figures in col 11 after the existing entry against the post of Senior Accountant:—

"(ii) Accountant".

[No. F. 23-25/60-FY(D).]

K. B. THIAGARAJAN, Under Secy.

(Department of Food)

ORDER

New Delhi, the 5th March 1960

G.S.R. 309.—In pursuance of sub-clause (b) of clause 2 of the Wheat Roller Flour Mills (Licensing and Control) Order, 1957 the Central Government hereby appoints the following officers as Inspectors to exercise the powers and perform the duties of an Inspector under the said Order within their respective jurisdiction namely:—

- (i) Shri A. R. Sundaravaradhan, Assistant Director (Depot) Bangalore, *vice* Shri C. S. Vibhakor,
- (ii) Shri N. C. Chatterji, Assistant Director (Technical) Northern Region New Delhi, *vice* Shri B. M. Tejpal,
- (iii) Shri Chalpati Rao, Assistant Director, Central Storage Depot Delhi *vice* Shri M. N. Bhawnani

and make the following further amendments in the Government of India Ministry of Food and Agriculture (Department of Food) notification S.R.O. No. 3082 dated the 25th September, 1957, namely:—

Amendments

In the Schedule to the said Notification, for the existing items 35, 43 and 45, the following items shall respectively be substituted, namely:—

- "35. Shri A. R. Sundaravaradhan, Assistant Director (Depot), Bangalore"
- "43. Shri N. C. Chatterji, Assistant Director (Technical), Northern Region New Delhi", and
- "45. Shri Chalpati Rao, Assistant Director, Central Storage Depot, Delhi"

[No. 2/1/60-PY(FM).]

S. BANSI, Under Secy

MINISTRY OF HEALTH

CORRIGENDUM

New Delhi, the 19th February 1960

G.S.R. 310.—The following words may be added in the third line, before the word 'namely', of this Ministry's notification No. F.13-16/59-LSG., dated the 7th December, 1959 published in the Gazette of India, Part II, Section 3(i) dated the 26th December, 1959 under G.S.R. 1418 on pages 1728-29:—

"In the Gazette of India, Part II, Section 3(i) dated 7th November, 1959 on pages 1542-45 under G.S.R. No. 1230".

[No. F. 13-16/59-LSG.]

A. P. MATHUR, Under Secy

MINISTRY OF RAILWAYS
(Railway Board)

New Delhi, the 2nd March 1960

G.S.R. 311.—In exercise of the powers conferred by section 147 of the Indian Railways Act, 1890 (9 of 1890), the President is pleased to exempt the Howrah-Amta Light Railway Company Limited, the Howrah-Sheakhala Light Railway Company Limited, the Arrah-Sasaram Light Railway Company Limited, the Futwah-Islampur Light Railway Company Limited, and the Shahdara (Delhi)-Saharanpur Light Railway Company Limited from the provisions of Chapter VI-A of the said Act.

[No. E(S)I-58ADJ/39.]

R. E. de Sa, Secy.

MINISTRY OF LABOUR & EMPLOYMENT

New Delhi, the 5th March 1960

G.S.R. 312.—Whereas the Central Government is of opinion that provident fund scheme should be framed under the Employees' Provident Funds Act, 1952 (19 of 1952), in respect of the employees of the mica industry;

Now, therefore, in exercise of the powers conferred by sub-section (1) of section 4 of the said Act, the Central Government hereby directs that with effect from the 31st May, 1960, the said industry shall be added to Schedule I to the said Act.

[No. PF.II.4(3)/59(i).]

G.S.R. 313.—In exercise of the powers conferred by clause (b) of sub-section (3) of Section 1 of the Employees' Provident Funds Act, 1952 (19 of 1952), the Central Government hereby directs that with effect from the 31st May, 1960, the said Act shall apply to every mica mine employing fifty or more persons.

[No. PF.II.4(3)/59(ii).]

P. D. GAIHA, Under Secy.

